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**Job Description: Marketing and Communications Intern**

The Marketing and Communications Intern at Lawrenceville Corporation (LC) is responsible for assisting the Business District Manager to promote Lawrenceville to regional and national audiences, plan neighborhood-wide marketing events, and create content for Lawrenceville’s social media and web presence. This is an hourly, part-time position from September 2019 to December 2019.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

*Performs duties and responsibilities that may include the following tasks:*

**Marketing and Communications**

* Create content for social media and marketing activities that promote Lawrenceville to regional and national audiences.
* Contribute to production and distribution of print and digital marketing materials, collaborating with LC staff, local businesses, community organizations, and professional designers as appropriate.
* Contribute to maintenance of lvpgh.com, including the online business directory, monthly newsletters, and regular blog posts.
* Distribute Lawrenceville Business Directory & Map.

**Event Planning**

* Provide marketing and event support for the Joy of Cookies, Cookie Tour 2019 including small business promotion and participation, distribution of marketing materials, and vendor management.
* Attendance at events required, including evenings and weekends.

**Administration**

* Assist LC staff with day-to-day office administration.
* Maintain well-organized paper and digital records, files and databases for members, businesses, media, events, etc.
* Other duties as assigned.

**EXPERIENCE & ABILITIES**

* 1-2 years of experience in marketing, communications and community outreach
* Knowledge of the Lawrenceville community and its small businesses.
* Access to reliable transportation
* Ability to lift 25 pounds
* Prior work experience with writing and photography
* Strong verbal and written communication.
* Strong organizational skills with a keen attention to detail.
* Professional and positive attitude with a strong work ethic.
* Ability to work both independently and collaboratively in a small non-profit environment.
* Proficiency with Microsoft Office and WordPress. Familiarity with Adobe Creative Suite, Canva and/or database management a plus.

**Wage and Hours**

* 10-15 hours per week over the internship
* $15/hour

**To Apply:**

* Email your resume, cover letter to Rachel Webber at rachel@lawrencevillecorp.com
* Applications will be accepted on a rolling basis