



**Position: Communications Intern** (paid stipend, and will work with those needing internship or practicum credit)

**Reports to:** Communications Manager

**Start date:** May 2019

**Major Duties and Responsibilities:**

- Works with manager on revision or updating of content on our website.
- Researches and creates posts or enhances content on MotorCities' Facebook page, Twitter and Instagram accounts and other social media platforms.
- Researches and drafts press releases. Works with manager on other media follow-up as needed.
- Assembles other press materials and press or sales kits as needed.
- Compiles upcoming auto-themed events taking place in the area and places them on our website and social media.
- Performs web and phone research in support of MotorCities projects.
- Provides staffing assistance for events as needed.
- Performs other duties as assigned.

**Required Skills and Abilities:**

- Ability to act independently and be a self-starter while operating collaboratively as a team player.
- Strong writing and oral communication skills.
- Proficiency with Microsoft Office.
- Knowledge or familiarity with the Joomla content management system, HTML coding and Google mapping a plus.
- Experience with Adobe Creative Suite a plus.
- Ability to perform multiple tasks.
- Willingness to work occasional evenings and weekends.

**Education, Training & Experience:**

- Coursework and/or major in Communications, Marketing, History, Public Relations, Business or equivalent.
- Minimum G.P.A. of 3.0
- Junior or Senior standing

**Interested candidates should forward a cover letter, current resume and writing sample or online portfolio (from PR/Journalism coursework, previous internship or a published article) to:**

Bob Sadler

Communications Manager

MotorCities National Heritage Area

200 Renaissance Center, Suite 3148

Detroit, MI 48243

Or by email: [bsadler@motorcities.org](mailto:bsadler@motorcities.org)