



Greater Austin Hispanic Chamber of Commerce

Marketing Communications and Design Intern

REPORTS TO: Priscilla Mackin, Digital Developer

The Marketing Communications and Design Intern will assist with marketing, public relations, graphic design and general administration as assigned by the Digital Developer.

Required skills:

- Excellent attention to detail is critical; ability to multi-task and work under tight deadlines.
- Able to think both analytically and creatively to solve business challenges.
- Strong written and verbal communication skills.
- Firm understanding of the Internet landscape, including an understanding of social media.
- Ability to take initiative and work independently, in addition to superior interpersonal and design skills.
- Proficiency in InDesign, Illustrator and Photoshop is preferred.

The intern is considered an integral part of the Marketing & Communications department and as such, their ideas and input will be valued.

Possible functions:

- Assist with the concept and writing of email communications, banner ad creative and marketing collateral.
- Draft news releases, website content and creative content.
- Assist with social media development and management.
- Media targeting.
- Update calendar and local listings of Chamber initiatives.
- Occasionally attend and volunteer at events.
- Miscellaneous tasks as they arise or as specific interests develop.

This is a non-paid internship for a prestigious Chamber. You will have the opportunity to network with members and learn great skills for future employment opportunities.

To apply for this internship, simply email your cover letter and resume to Priscilla Mackin, Digital Developer, at pmackin@gahcc.org.