Marketing and Communications Intern

Location: Harry S. Truman Building, Jefferson City, MO
Hourly Position: $8.60 per hour

This is an exciting opportunity to be a part of the NEW Department of Higher Education and Workforce Development (DHEWD). We are looking for a creative and enthusiastic individual who has a firm grasp of available tools and platforms in the social media space, along with proficiency in Microsoft Office products, has excellent writing skills, an eye for details, and the ability to manage several projects simultaneously while meeting deadlines.

Join the Office of Communications and Outreach within the DHEWD during this historic time to develop the workforce of the future! Help us achieve our vision of “Every Missourian empowered with the skills and education needed for success.”

Interested candidates should: Email a cover letter, resume, contact information for three professional references, and a copy of official transcripts to DHEWDHR@dhewd.mo.gov by 5:00 p.m. on December 16, 2019. Please indicate in your email the position title.

Please complete the Affirmative Action Survey at: https://dhewd.mo.gov/employment/documents/DHEWD-affirmativeaction.pdf and return along with your application materials. This survey is VOLUNTARY and in no way affects individual applicants. This data assists the department in analyzing affirmative action statistics.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:
To perform this job successfully, an individual must be able to perform each essential function of the job with or without reasonable accommodation.

- Update and maintain the department and Journey to College websites and social media, including developing and scheduling content for several platforms (Facebook, Twitter, Instagram, Snapchat, YouTube, LinkedIn, etc.)
- Promote Journey to College Outreach programs and other department initiatives.
- Write/edit copy for department print and online publications, including press advisories, reports, news releases, and other communications pieces.
- Assist in special projects including creating videos and event planning.
- Perform other related work as assigned

COMPETENCIES:
Self-direction Detail Oriented Customer Service Technical Knowledge
Problem-solving Accountability Computer Literacy Flexibility
Teamwork Perceptiveness Planning Written & Oral Communications

QUALIFICATIONS:
- Working toward a college degree in the field of marketing, communications, journalism, public relations or a related field.