

Communications and Marketing Intern

Status: Paid (\$15/hr), Part-time (around 20 hours per week)

Reports To: Staff

Location: (In-person position) Downtown Columbus - Ohio Chamber of Commerce Office

34 S. Third St. Columbus, Ohio 43215

Responsibilities will include:

- Assist with social media channels, including long-term projects to build followers and engagement
- Create copy for e-newsletters, press releases and other media communications on behalf of the Ohio Chamber
- Assist with Ohio Chamber website updates
- Assist with production of Ohio Chamber podcast
- Assist with video projects, including filming and editing
- Photograph Chamber events
- Conduct outreach to boost event attendance
- Assist with media tracking and press communications
- Assist communications team on projects, as needed

Required Qualifications and Skills:

- Must be currently enrolled in a college or university program studying Communications, Marketing, Journalism or a related field.

Work Environment:

- All duties will be performed in and from the Ohio Chamber's office during regular business hours; hours will be flexible to your schedule.