

2018 Season Intern

The Idea Village is in search of its next class of interns for our 2018 season! We are seeking motivated, innovative, and professional undergraduate students in the New Orleans area who are excited by the startup scene. All interns will have general duties that contribute to organizational operations and others assigned to them by a specific department within The Idea Village. Interns are expected to be present in the office two days per week and handle additional work remotely if needed.

The Marketing Department Intern will work directly with the Director of Marketing and the Senior Marketing Manager to assist with marketing copy, collateral, and social media accounts.

Title: Marketing Department Intern

Supervising Manager: Senior Marketing Manager

Responsibilities

General intern responsibilities will include data entry and quality control as well as duties assigned by department supervisors. As the **Marketing Intern**, you will:

- Assist with social media accounts (content curation, scheduling, etc.)
- Research social handles for alumni and ecosystem partners
- Assist with capturing and analyzing social media metrics
- Coordinate special projects as needed
- Assist in drafting copy for newsletters, press releases
- Maintain & organize photo/graphics archives

Experience/Skills

- Current undergraduate college student residing in the New Orleans area
- Proficient in Google Docs and Microsoft Office Suite
- Highly organized and able to meet deadlines consistently
- Process and task oriented
- Strong professional written and verbal communication skills
- Familiarity with social media strategies and platforms
- *Basic graphic design skills a plus*

Compensation: Unpaid; College Credit

Employment Status: Part-time Intern

Process: Please submit your resume and cover letter through our [employment application](#). We will be considering applicants on a rolling basis.

The Idea Village is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national or ethnic origin, disability, age, or sexual orientation.