



JOB DESCRIPTION: Marketing and Communication Intern

LOCATION: Primarily stationed at Hattiesburg Visitors Center.

SUMMARY: The role of the Marketing and Communication Intern is assist the VisitHATTIESBURG team with events, online presence, and office support.

DUTIES AND RESPONSIBILITIES

- Work closely with Director of Communications and Programs & Promotions Manager.
- Generate blogs through brainstorming and a working list of predetermined topics.
- Continually assist with proofreading/editing.
- Social media assistance for Visit Hattiesburg and Mississippi Miss Hospitality platforms, including Facebook, Instagram and Instagram Stories, and Twitter. May include designing graphics as needed.
- Assist with sales and marketing initiatives, events, brochure routes, etc.
- Responsibilities may also include assistance with partner organizations, such as Longleaf Trace, Downtown Hattiesburg Association, and Hattiesburg Alliance for Public Arts, etc.
- Assist VisitHBURG ambassadors with guest questions about Hattiesburg and filling conference orders as assigned.
- Think creatively to produce new ideas and concepts.
- Maintain a running list of projects on a weekly basis.
- Performs other duties, functions and special projects as assigned by supervisor. Run errands when needed; travel may be required

Essential Job Qualifications

- Must retain a valid Driver's License and meet the eligibility requirements to drive while conducting company business.
- Must have transportation for required travel.

Knowledge and Skills

- Work experience in social media or related field.
- Excellent writing, editing, presentation and communication skills
- Positive attitude with good multitasking and organization skills.
- Familiarization with a newsletter software such as Emma, Mailchimp, or Constant Contact.