



Graduate Intern (Office of Economic Vitality)

Office of Economic Vitality
Hirely Rate: \$13.00 per hour

The Office of Economic Vitality is seeking a dynamic Graduate Intern to join its communication team. The Office of Economic Vitality is Tallahassee-Leon County's keystone economic development organization in our ecosystem. OEV administers economic development programs and recruits businesses to the Tallahassee, Leon County, and surrounding areas, as well as administering the Minority, Women, and Small Business Enterprise Programs. For more information on OEV, please visit <http://oevforbusiness.org/>.

This is part-time paid internship opportunities for a period from two semesters up to one year assisting in the performance of a variety of management/evaluation studies and administrative duties. OEV is seeking a self-starter with a strong work ethic and willingness to take initiative and be proactive. The intern works under immediate supervision and participates in on-the-job and other training with public relations, social media, graphic design and more to allow the intern experience in the management field that he/she has chosen and which allows for the performance of related work as required. If you are looking for an internship that will offer you real world experience and provide tangible products for your portfolio, apply today.

Minimum Training and Experience:

Graduate Intern

- Possession of a bachelor's degree and current enrollment in course work for a master's degree in the field in which the position is assigned.
- Applicants should have an understanding of and experience with communications, journalism, marketing and/or public relations.
- Knowledge and experience using Microsoft Excel, Powerpoint, and Word, as well as MS Teams.
- Proficiency with Associated Press style including writing, copy-editing and proofreading (website copy, newsletter, marketing copy, radio scripts, etc.).
- Familiarity with social media posting (including social media management tools)
- Ability to take initiative and be a self-starter.
- Strong organizational skills.

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- Ability to manage multiple tasks.
- Adobe Creative Suite experience is preferred.
- 20-25 hours per week is required for the internship.

Necessary Special Requirement

At the time of application applicants must be authorized to work in the United States and must have a cumulative grade point average of 2.75 or above.

- Support the OEV's communications efforts to marketing and communications strategies.
- Assist the Marketing Coordinator in maintaining the campaign's editorial calendar and brainstorming content for the organization's blog, newsletter and Instagram.
- Draft fact sheets, press releases, media advisories, social media calendar, and other communications materials.
- Graphic design as well as photography/videography skills helpful
- Provide administrative support as needed.
- Other duties as assigned.

CLOSING DATE: January 15, 2021

Must submit a City of Tallahassee application by date designated above. Visit <http://www.talgov.com>. Please follow application instructions precisely.

TDD Number: 711.

Job ID: 181221.

Equal Opportunity, Veterans Preference, Drug-Free Employer