

JOB DESCRIPTION

Job Title: Marketing Intern – Writing Focus
Reports to: Executive Director
Prepared By: Jenny Trick, RCEDC Executive Director
Update Date: May 19, 2022

SUMMARY

The Racine County Economic Development Corporation (RCEDC) is looking for a qualified intern to assist us with our marketing and communication needs – focusing primarily on content writing. They will be tasked with writing stories for websites, e-newsletters and social media. Additionally, they will be responsible for helping manage social media accounts, generating story ideas and writing news releases on RCEDC activities – small business lending, business recruitment and expansion, and talent recruitment and tourism.

Preferred areas of study include, but not limited to, journalism, technical writing, business writing, creative writing, English, public relations, or general marketing.

SKILLS

- Strong writing, editing, proofreading, and attention to detail
- Great interest in journalism or public relations with major in respective area preferred
- Must be resourceful, responsible, independent, and able to manage and complete multiple assignments in a timely manner.
- A writing and grammar test will be administered

SEND ELECTRONIC RESUMES TO:

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