



TR Medora Foundation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

Job Description: Communications Internship

Non-Exempt: Hourly worker and **Seasonal Summer Worker**

Position Summary:

The Communication Intern is responsible for helping to create and distribute signs to promote TRMF and community events in Medora as well as promoting Medora through various Marketing channels to the general public. This position requires good communication skills and working closely with the Marketing Director and Marketing Assistant.

Responsibilities and Duties:

- Creating and distributing signs to publicize TRMF and community events in Medora.
- Working with the food service director and managers to prepare menus for Medora's dining and establishments.
- Assisting in coordinating and working special events as instructed by the Marketing Director.
- Assisting Marketing Director with radio remotes, media events, and hosting media and special guests.
- Assisting Marketing Director with keeping social media channels updated on a daily basis.
- Creating e-newsletters and promotions to send out to the Medora e-mail lists.

ADA Requirements

- Continuously
 - Talking
 - Repetitive use of hands/arms
 - Eye/hand coordination
 - Concentrating on tasks
 - Remembering details
 - Making decisions
 - Discriminating colors
 - Visual acuity to determine accuracy, neatness and thoroughness of work assigned, close proximity use of computer software.

- Frequently
 - Sitting
- Occasionally
 - Standing
 - Walking
 - Reaching Overhead
 - Lifting up to 10 pounds. Large odd shaped objects.
- Environmental Conditions
 - Occasionally works in hot and humid outside temperatures.

Qualifications:

- Must be available to work Mid-May to Mid-August.
- Have excellent speaking, writing, and designing skills.
- Knowledge of software such as (but not limited to) Adobe In-Design, Adobe Illustrator, Adobe Photoshop, Microsoft publisher, Microsoft Word, and Excel.
- Must have a positive attitude and be willing to follow instructions.
- The person must also be able to take initiative in their duties.
- Must be able to manage their time effectively and complete projects in a timely manner.
- Must be fluent in oral and written English.

Education Requirements:

- Current college student seeking a degree in Marketing, Graphic Design, or Communication, or a recent college graduate of a related field preferred.

Please note that this job description is meant to give a basic understanding of the position and does not cover every part of the job duties and requirements. TRMF reserves the right to change or assign other duties to this position at anytime.