

# **BOSTON REDEVELOPMENT AUTHORITY**

## **INTERNSHIP OPPORTUNITY- SUMMER 2014**

**TITLE: COMMUNICATIONS DEPARTMENT PRESS & MARKETING INTERN ---UNPAID**

### **RESPONSIBILITIES:**

Assist the BRA Communications Department in day to day tasks including, but not limited to:

- Creating original content for the News section of the BostonRedevelopmentAuthority.org website;
- Drafting tweets and following Twitter conversations;
- Drafting press releases;
- Following the Boston Redevelopment Authority in the news and logging daily press hits;
- Responding to media inquiries;
- Assisting with event planning and media strategy for groundbreaking and ribbon cutting events with Mayor Walsh;
- Researching digital strategy and best practices of Planning and Economic Development agencies across the country.

### **QUALIFICATIONS:**

- Must be enrolled in a graduate program or entering Junior or Senior year of an undergraduate program.
- Candidates must demonstrate an active digital media presence and strong writing skills.
- Experience with CMS or HTML (ie Wordpress, Kentico) is preferred
- Work requires an interest in municipal government, communications, planning, architecture, and economic development.
- The best candidate pays attention to detail; possesses a positive attitude and sense of humor; conducts him or herself professionally; and enjoys cookies, chocolate, and innovative coffee brewing methods.
- Some evening availability required for community meeting reporting.

### **REQUIRED WITH APPLICATION:**

- Writing sample, i.e. newspaper article, blog post, editorial, letters to the editor
- Demonstration of social media presence, i.e. Twitter handle (personal or organizational), Tumblr profile, etc.

**DATES of INTERNSHIP: Summer 2014 - May/June to September; Internships are Unpaid**

**DURATION:** Minimum duration of Internships is 8 weeks and at least (3) days a week.

**REQUIRED HOURS:** Schedules open to discussion based on student and employer needs

**\*ALL INTERNS MUST BE CURRENTLY ENROLLED STUDENTS\***

E-Mail resume and cover letter to: [hr.bra@boston.gov](mailto:hr.bra@boston.gov)

Or mail to: **BOSTON REDEVELOPMENT AUTHORITY (BRA), HR**

43 Hawkins Street

Boston, MA 02114

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