

Current Internship Postings

Marketing

High Tech - Information Technology

Tech Collective

Communication and Marketing Intern

The focus of this position will be to participate in the creation and maintenance of content on Tech Collective's website, in press releases, news announcements and monthly membership newsletters. Additionally, the Intern will assist with researching and preparing articles, publications, and various other communications and collateral. The Intern will report to the Communications Specialist at Tech Collective.

Duties and Responsibilities

- Keep current content on Tech Collective website
- Research, develop and deliver content for monthly newsletter
- Manage project data
- Research topics, statistical data and media communications
- Excellent verbal and written communication skills
- Excellent people skills for working collaboratively with varied populations
- Strong time management skills and ability to manage multiple projects
- Computer experience with MS Word, Publisher, Access, Power Point, InDesign and Photoshop
- Highly Motivated
- Acute attention to detail

Interested candidates are encouraged to send a cover letter and resume to: JoAnn Johnson, Manager of Youth and Education Programs, to either: Tech Collective, 3 Davol Square, Box 183, Providence, RI 02903; or jjohnson@tech-collective.org

Job Location: 3 Davol Square, Providence, RI

Job Employment Start Date 9/21/09

Job Employment End Date: 12/2009

Job Hours per Week: 10 - 15

Job Status: Active

Monday, October 05, 2009

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