**MARKETING COMMUNICATIONS INTERN/FALL 2020**

**POSITION SUMMARY:**

The Pennsylvania Horticultural Society (PHS) seeks a part-time FALL intern to work closely with the Owned Media Manager. The internship will run from September to December 2020. The intern must be available 24 hours a week. This position will receive compensation. College credit is also available.

**ESSENTIAL FUNCTIONS:**

* Research, write and assist with posts for the PHS Blog on assigned topics
* Work on daily/weekly e-blasts and e-communications
* Write news updates for weekly internal communications
* Support with sponsor communications
* Possible support for *GROW* magazine (award-winning print publication)
* Attend events and workshops to interview participants and produce content
* Take photos
* Assist Communications and Marketing teams as needed

**EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:**

* Must be a public relations, communications, or marketing student
* Must be a strong, creative writer
* Proficient in MS Word, Excel, Outlook, and Digital Photography,
* Must have excellent interpersonal and communication skills
* Must have the ability to prioritize
* Must have general knowledge of the Philadelphia area

**DEADLINE TO SUBMIT:**August 14, 2020

**TO APPLY:**

**Please send a letter, resume, and writing samples (blog posts, articles, creative stories, no term papers) to:**

Marion McParland, Owned Media Manager

The Pennsylvania Horticultural Society

100 N 20th Street, 5th floor

Philadelphia, PA 19103

Email: mmcparland@pennhort.org

Please no telephone or walk-in inquiries. EOE. Only those chosen for an interview will be contacted.