



## JOB ANNOUNCEMENT

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<b>Position Title</b>	<b>Intern – Marketing &amp; Communications</b>
<b>Business Unit</b>	<b>Office of Communications &amp; Engagement</b>
<b>Supervises</b>	<b>No</b>
<b>Reports To</b>	<b>Chief Communications Officer/Directors of Communication and Marketing</b>
<b>FLSA Status</b>	<b>Non-Exempt</b>
<b>Salary</b>	<b>\$10 - \$14 per hour</b>

The State Road & Tollway Authority (SRTA) has an Internship opportunity available within its Communications & Engagement Division for a creative and dynamic self-starter.

### **Job Summary**

Assist with the marketing and communication efforts at SRTA. This Internship is an excellent opportunity to gain practical hands-on experience with the various aspects of marketing and communication while working for a cutting-edge state government entity.

The duration of the Internship is up to six (6) months with the possibility of an extension.

Anticipated date of start for this Internship is September 2019.

### **Job Responsibilities**

- Update and maintain the Authority’s social media presence, including scheduling Facebook & Twitter updates
- Assist in planning, writing, and managing Peach Pass Press eNewsletter and Xpress Transit Talk Newsletter
- Assist in drafting press releases
- Collaborate with team members on ideas for marketing campaigns and projects
- Participate in outreach events, which entails speaking with customers and the public
- Draft blog posts for customer engagement
- Perform administrative duties as assigned which includes, but is not limited to, developing reports for metrics and analytics, inventory of marketing and promotional items, photo and video archiving, distribution of electronic press packets, scheduling meetings and appointments, booking conference rooms, etc.

### **Performance Requirements**

- Must have a firm understanding and grasp of available tools and platforms in marketing, communications and social media, such as Twitter, Facebook, Instagram, Word Press, and Hoot Suite)
- Proficiency in Microsoft Applications such as Word, Excel, and PowerPoint

- Be an effective communicator, with an emphasis on written and oral communication
- Self-motivated, mature business acumen, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines

### **Minimum Qualifications**

- A college/university junior or senior pursuing an undergraduate degree in Communications and or Marketing or related field (e.g., Public Relations) AND within two (2) years of expected graduation date OR recent college graduate in the noted areas of study
- Computer literate (working knowledge of Microsoft Word, PowerPoint, Excel)
- Able to work up to 29 hours per week, including some evenings and weekends
- Possess SRTA's core values of Integrity, Collaboration, Innovation, Customer Focus, and Diversity

### **Preferred Qualifications**

- Previous internship or related experience in marketing or communications is a plus
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### **To Apply For This Position**

Interested applicants should submit 1) a resume, with cover letter, 2) two letters of recommendation, and 3) a link to an online portfolio and/or attach samples of previous work in marketing and/or communications via email to [recruiter@srta.ga.gov](mailto:recruiter@srta.ga.gov) by Monday, September 9, 2019. **All applicants MUST include the title “Intern (Marketing & Communications)” in the subject line of the e-mail message.**

Due to the volume of applications received by this office, we are unable to provide information on application status by phone or e-mail.

Applicants who are selected for an interview will be contacted to arrange an appointment for an interview.

Applicants who are not selected for an interview will not receive notification.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The State Road and Tollway Authority reserves the right to close this recruitment process at any time during the announcement period once a sufficient, qualified applicant pool has been identified.

### **Company Information**

SRTA is an independent Authority created by the Georgia General Assembly to operate tolled transportation facilities and act as the transportation financing arm for the State of Georgia. SRTA operational brands include Peach Pass and Xpress. Visit our website at [www.srta.ga.gov](http://www.srta.ga.gov) for more information.

SRTA is an equal opportunity employer and provides employment opportunity for all qualified persons without discrimination on the basis of race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.