

Digital Media Intern

Temporary Part-Time, 6-8 hrs./week, Flexible Hours

Salary Range \$14-\$16/hour

Mission:

The Janesville Area CVB leads, supports and promotes the region as an outstanding destination, creating a positive economic impact for the community, cultivating resident pride and enhancing its quality of life.

Summary:

The Digital Media Intern will be tasked with writing blogs, social media content creation and scheduling, e-newsletters, and drafting media releases as needed. Duties also include assisting with digital marketing research and other promotional projects.

Key Functions:

- Write website blogs on various topics such as dining, shopping, events, attractions, outdoor recreation
- Write and schedule out social media content across a variety of platforms including Facebook, Instagram, and LinkedIn
- Film short-form video content for use on TikTok
- Design monthly e-newsletters featuring upcoming events in the area
- Draft media releases for the JACVB and partner organizations
- Special projects as deemed appropriate by the Director of Digital Media
- Perform other duties assigned by the Director of Digital Media

Skills & Qualifications

- High level of professionalism required
- Excellent written/verbal communication skills, including excellent writing skills (knowledge of English grammar, spelling, and punctuation)
- Access to a computer & graphic design experience preferred. Including Canva, Microsoft Office, Photoshop
- Knowledge of Constant Contact and Hootsuite a plus
- Knowledge of the Janesville, Edgerton, & Milton area a plus
- Must have a valid driver's license
- Currently enrolled in, experience in, or has achieved a degree in a relevant field, preferably in Marketing, Communications, or a related field

Disclaimer: This job description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. They reflect the principal job elements essential to this position.

All questions, inquiries, and resume submissions can be forwarded to Christine Rebout, Executive Director of the Janesville Area Convention & Visitors Bureau at director@janesvillecvb.com.

Applications due February 19th by 5 pm.