



Digital/Communications Intern

Reports to: Communications Director

Staff reporting to this position: N/A

Department: Communications

Summary

Innovation Ohio is searching for a talented and motivated intern to assist the team with digital and communications work.

The intern will provide support to IO's Communications Department (including digital), which is responsible for the organization's traditional and digital communications initiatives, as well as messaging content for progressive coalition partners.

Responsibilities

- Monitor social media throughout the day, alert the team to important state, local, and federal news updates impacting Ohio and IO's work.
- Help craft weekly content for IO and our progressive partners to use and share
 - Graphics
 - Sample tweets/posts
 - Videos
- Assist with video and audio editing for various projects
- Updating and maintaining press lists
- Draft regular tweets, graphics, and posts for IO and its related social media accounts
- Draft regular emails to IO's email list
- Assist with pitching stories and upcoming events to reporters as needed
- Help brainstorm, create, and map out content for daily/weekly messaging
- Monitor Statehouse Session and/or committee hearings as needed
- Help monitor IO's digital reach and assess the success of various advertising campaigns
- Research projects as needed
- Drafting talking points
- Assist with day to day operations of the communications and digital teams
- Additional tasks as assigned

Qualifications

- Creative and independent — eager to brainstorm and draft new content to assist with messaging in a changing media landscape
- Comfortable working with and/or supporting a fast-paced team
- Comfortable working on multiple projects simultaneously — ability to multitask
- Able to quickly adapt to new projects and challenges in a fast-paced news cycle
- Interested in politics and social change
- Existing knowledge of Ohio politics and media would be a plus!

- Strong writing skills
- Ability to break down information into digestible format
- Ability to determine credible sources
- Ability to operate effectively both independently and in a team
- Eagerness to learn, receptive to feedback
- Excited to move Ohio forward and advance progressive policies

Salary Level: Unpaid, College/University Credit Available if Applicable

Approximate Hours Per Week: 7-15 hours per week with flexible scheduling

Duration: Beginning as early as February 2022 through at least May 2022, with the opportunity to continue internship beyond that timeframe

Location: Remote/virtual, with in-person opportunities in Columbus, Ohio given proper COVID-19 safety precautions. *This is primarily a virtual position so all applicants must have the capacity to work remotely.*

To apply: Email your application to Rachel Coyle at coyle@innovationohio.org with your resume, cover letter, and a writing sample with the subject line 'Innovation Ohio Communications Internship Intern_Name'.