Position Title: Riley Institute Marketing and Communications Intern
Location: In-person with some remote opportunities
Duration: 10 hours/week, spring 2022 with possibility to extend
Hourly Rate: $8.50

To Apply:
Send cover letter and resume to Katie Quine, Riley Institute Marketing and Communication Manager, at katie.quine@furman.edu.

Brief Description of Position:
The Riley Institute seeks a Marketing and Communications Intern who will assist in raising the profile of the Institute and its initiatives that advance social and economic progress in the state and beyond. More specifically, the intern will aid in the creation and implementation of social media content through copy generation, graphic design, and photo curation; help update and maintain the Riley Institute’s website and email marketing lists; assist with administrative duties tied to media relations; and maintain the institute’s repository of marketing collateral and photography.

Qualifications:

- Strong written and verbal communication skills
- A baseline understanding of sharp design and aesthetics
- Willingness to take initiative and seek constructive feedback to learn and grow
- Highly organized and detail-oriented
- Ability to work independently while also valuing collaboration

Desired Skills (Though Not Required):

- Experience with social media platforms (Facebook, Twitter, Instagram, and LinkedIn) along with third-party scheduling and reporting platforms like Buffer and Hootsuite
- Experience with WordPress CMS
- Experience with Canva and/or Photoshop. Knowledge of video editing software like Adobe Premiere products is a plus.

Evaluation:
Time spent with supervisors as part of oral performance review each term.

About the Riley Institute:
The Riley Institute was founded in 1999 at Furman University with the dual objectives of advancing social and economic progress in South Carolina and beyond and providing unmatched opportunities for Furman students. Through the work of its Center for Diversity Strategies, Center for Education Policy and Leadership, Center for Critical Issues, and community solutions-focused research group, the Institute builds informed leadership for a diverse and equitable society, supports innovative and relevant approaches to public education, hosts expert speakers to broaden student and community perspectives on critical issues, and undertakes research to support evidence-based practices to improve lives in our communities.