

Position Title: Riley Institute Marketing and Communications Intern

Location: In-person with some remote opportunities

Duration: 10 hours/week, fall 2022 and spring 2023 with possibility to extend through summer 2023

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:

Founded in 1999, Furman University's Richard W. Riley Institute advances social and economic progress in South Carolina and beyond by building leadership for a diverse society, hosting expert speakers to broaden perspectives on critical issues, supporting public education, and creating knowledge through community solutions-focused research. It is committed to nonpartisanship in all it does and to a rhetoric-free, facts-based approach to change.