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**Job Description:** Marketing and Communications Intern

**Department:** Front Office Administration

Old Colony Planning Council (OCPC) is looking for a dynamic, energetic intern who is eager to learn about our organization by assisting our various departments. You will be working closely with our team to conduct research, capture data, create marketing materials and attend meetings.

You will be involved in current and upcoming projects. This internship is an excellent opportunity to experience various aspects of marketing while interacting with OCPC staff, its stakeholders, and communities.

**Typical Duties and Responsibilities**

* Monitor, create, and coordinate content for all social media platforms.
* Prepare detailed promotional presentations.
* Assist with daily administrative duties.
* Assist in planning, writing, and managing monthly eNewsletter.
* Assist with the design of flyers, graphics, e-invites, and other marketing materials.
* Assist with updating the website when needed.
* Collaborate with staff on innovative ideas, directions, and venues for marketing.

**Requirements**

* A college student or recent graduate with an education in Marketing, Communications, or a similar field.
* Eager to learn and work with various departments in the company.
* Excellent verbal and written communication skills.
* Proficiency in Microsoft Office.
* Ability to multitask.
* Familiarity with marketing computer software such as Canva, and social media platforms. We also entertain someone who has the capacity to quickly learn and be trained.

 **Benefits**

* Practical experience with current marketing and advertising techniques.
* Shadowing, mentoring, and training opportunities.
* Opportunity to participate in networking events and company meetings.
* Flexible schedule.

 **Our Mission**

At Old Colony Planning Council, we assist cities and towns in planning for present and future needs, utilizing our local knowledge, technical expertise, and regional collaboration.

Learn more about OCPC at [www.oldcolonyplanningcouncil.org](http://www.oldcolonyplanningcouncil.org/)

*Old Colony Planning Council provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*