Social Media and Marketing Intern

Economic Development Authority of Western Nevada (EDAWN)

5190 Neil Rd.
Reno, NV  89502

About EDAWN
The Economic Development Authority of Western Nevada (EDAWN) is a private/public partnership established in 1983, committed to adding quality jobs to the region by recruiting new companies, supporting the success of existing companies, and assisting newly forming companies, to diversify the economy and have a positive impact on the quality of life in Greater Reno-Sparks.

EDAWN is one of the very few economic development authorities that have an entrepreneurial team and really focus on the creation and support of startups and entrepreneurs in the region.

About the Internship
We are looking to hire an intern who can flourish in a forward thinking, strong knowledge and understanding of the digital media landscape, including various social media websites. Our website is currently being redesigned, and we will soon launch a social media campaign. The intern hired for this position will need strong critical thinking skills in order to integrate into our vibrant and passionate team who are very excited to share this exciting launch with an intern hoping to gain a ton of great online experience.

Required Qualifications

- Proficiency in word, excel, and social media platforms (Twitter, Facebook, LinkedIn, Instagram, Buffer)
- General proficiency in the WordPress website environment
- Must be on fire to learn, think critically, and be passionate about community involvement

Preferred Qualifications

- Strong writing skills and desire to improve
- Graphic design or general design skills

Internship Duties

- Post and monitor blogs and social networks using LinkedIn, Facebook, Twitter, Buffer & Wordpress
- Assist with the maintenance and revamp of the 2017 EDAWN website
- Submit applications for local, regional, and national awards for the Reno Startup Deck & Rethink Reno Attraction campaign
- Help with the update of the Reno Startup Deck website (www.renostartupdeck.com) and distribution of the new deck to launch in Spring 2017
- Gather data & content for the entrepreneurial section of the monthly Executive Update newsletter, monthly EDAWN Dashboard (metric tracking), and quarterly State Report

$12/hour for 120 hours
Spring Semester 2017

Apply by November 1st, 2016 at www.unr.edu/career