



**MOUNT
VERNON**
TRIANGLE DC

SUMMER MARKETING INTERSHIP

Position Description

The Mount Vernon Triangle Community Improvement District seeks a summer intern who will be responsible for supporting the organization's marketing & communications initiatives as well as assisting with event planning, coordination and logistics.

Part time, 20-25 hours per week. Compensation includes daily metro travel expenses and hourly pay, commensurate with experience.

Organization Overview

The Mount Vernon Triangle Community Improvement District (MVT CID) is a nonprofit organization established to enhance the overall quality of life for residents, visitors, employees and property owners in the Mount Vernon Triangle neighborhood in the East End of downtown Washington, DC. The MVT CID celebrated its tenth year anniversary in 2014. The CID, residents, businesses, churches, property owners, and other stakeholders have made significant progress towards achieving the vision of the neighborhood established in the 2003 Action Agenda and today is recognized as one of the fastest growing, most vibrant areas of the City. We seek an intern who is excited to contribute to the continued growth and development of the neighborhood.

Primary Responsibilities (including but not limited to)

- Support the President and Communications Consultant with projects that advance the brand of the CID
- Support production of community events such as the Farmers Market and movie night; will require some Saturday mornings and weekday evening hours to support events
- Create short & lively video interviews of MVT stakeholders & restaurants for website and social media
- Assist with articles for monthly Triangle Times e-newsletter
- Brainstorm and execute creative ideas to enhance MVT marketing
- Assist with creation of a walking tour map
- Assist with research for website content and maintenance

Qualifications

- Completion of at least one year of college with coursework in Communications and/or Public Relations
- Strong writing skills
- Proficiency with PowerPoint, Excel, digital video/camera editing – graphics experience and proficiency a plus
- Excellent organizational skills and attention to detail
- Outstanding interpersonal and communication skills – must be comfortable speaking to stakeholders in informal and semi-formal situations (community events/small business events)
- Customer-service minded approach to working with stakeholders

Contact

EOE. Please send cover letter and resume to Claire Oleksiak at claire@mvtcid.org by Monday, March 23rd, 2015. Work samples in pdf format are welcomed but not required. No phone calls, please. We encourage you to visit us at www.mvtcid.org and explore our story.