



SCOTT, the Scottsdale Coalition of Today and Tomorrow, is a civic leadership group with a passion for the city of Scottsdale, focused on all we can do to sustain and enhance Scottsdale's quality of life and economic vitality. Our mission is to educate more people about important issues in the city and enable them to get more involved.

SCOTT is seeking a business communications intern, who is detail-oriented, a self-starter and wants to advance their career skills and experience. You'll be working on digital and traditional projects, outreach initiatives and events, plus networking with business and civic leaders in a fast-paced environment.

#### **General duties**

- Draft / edit communication pieces--short form posts, newsletters, blogs, reports, FB live.
- Research and organize digital and other media.
- Manage day-to-day activities of various social media communities and website.
- Develop content for digital and other media; PowerPoint slides.
- Assist with coordination of events.

#### **Qualifications/experience**

- Strong verbal and written communication skills
- Ability to multitask and complete projects with tight timelines
- Familiarity with Photoshop, Hootsuite, MailChimp preferred; some training can be provided
- Proficiency in Microsoft Word, PowerPoint; Excel a plus
- Ability to work in a changing environment
- Ability to work independently and as part of a team

#### **Dates that you would need the intern**

- Remaining spring semester (Jan-May); summer; fall semester

#### **Weekly schedule that the intern would likely work**

- Average number of hours per week: 8-10
- Available to meet in person about twice a week
- Must have reliable transportation

#### **Compensation**

- Willing to pay an internship course tuition if he/she wished to earn credit for an internship course.

#### **Contact**

- Laraine Rodgers, SCOTT Operations Director, [laraine@scottsdale.com](mailto:laraine@scottsdale.com), (480) 544-8410