



Job Description:

Marketing, Communication, and Events Intern

Organization: ERDCWERX, an innovation hub of DEFENSEWERX, provides a streamlined path to collaboration and contracting with the U.S. Army Engineer Research and Development Center (ERDC). Our events, tech challenges, and other opportunities make it easier and faster for innovators to propose solutions for consideration by ERDC. As a result of our partnership with ERDC, a growing number of contracts and agreements are being awarded to industry and academia.

Responsibilities:

- Assist in developing and implementing marketing, communication, public relations, and event plans
- Assist in coordinating various marketing methods including photography, videography, networking, social media, and developing new marketing strategies
- Assist with execution of events in support of ERDC and ERDCWERX projects
- Provide support and complete special projects as needed and other duties assigned

Requirements:

- MUST BE A U.S. CITIZEN
- Studying Marketing, Public Relations, Communications, Events Management, or similar subjects at a local accredited institution
- Current GPA of 3.0 or above
- Strong technical and organizational skills in addition to excellent written and verbal communication skills in a professional environment
- A high level of professionalism, integrity, accuracy, dependability, enthusiasm, and confidentiality
- Proficient in Microsoft Office applications (Excel, Word, and PowerPoint)
- Experience in professional social media, web design, photography, video production, and graphic design

Time Commitment:

- Available to work in ERDCWERX office between the hours of 8:30 am and 4:00 pm Monday - Thursday
- Position requires a minimum of 10 hours and a maximum of 20 hours per week

Benefits:

- Fulfill college/university internship requirements
- Receive professional development opportunities and networking opportunities
- Engage in employee events, such as team building exercises
- Build resume and explore career options
- Apply skills and knowledge to the workplace
- Receive letter of recommendation upon successful completion of internship
- Create opportunity for follow-on internship based on performance

Rate of Pay: \$14 per hour