



Alliance for Pioneer Square  
Marketing & Communications Intern

<b>Organization:</b>	Alliance for Pioneer Square
<b>Job Title:</b>	Intern
<b>Timing:</b>	Part-Time (10-15 hours/week)
<b>Duration:</b>	Three months, with the option to extend
<b>Compensation:</b>	\$24/hr, \$50/mo data plan stipend

### **Job Summary:**

The Alliance for Pioneer Square is seeking an enthusiastic student or entry level professional for a unique opportunity to assist on marketing and communications projects in the Pioneer Square Historic District. The position requires close collaboration with both Alliance team members and partnering organizations. This role will be tasked with supporting several marketing and communications projects as well as assisting event production. We also encourage those to apply that want to make a tangible difference within the community.

This position is fully in-office and will require in-person meetings, field work, and office hours.

### **Major Duties and Responsibilities:**

1. Manage social media accounts including Facebook and Instagram.
2. Assist with implementing annual events such as Spring Clean, holiday promotions, annual meetings.
3. Develop strategies to grow the Alliance's digital presence by exploring new platforms and tools such as TikTok.
4. Deliver neighborhood maps, historic walking maps, and other print collateral.
5. Assist in creative content production such as photo and video assets.
6. Engage in outreach to stakeholders including business and property owners, managers to build relationships

### **Experience/Skills**

1. Experience and passion for: marketing, communications, design, photography, videography business district revitalization, and/or related fields.
2. Excellent interpersonal skills, including the ability to build solid relationships and support among stakeholders.

3. Strong verbal and written communication skills.
4. Demonstrated skills in implementation of programs that support the mission of the organization.
5. Experience with: Word Press, Meta Suite, Constant Contact or similar email platforms. Graphic design skills appreciated but not required.

## **Qualifications**

1. A self-starter that demonstrates initiative, thoroughness, and willingness to learn.
2. Any equivalent combination of experience and education which provides the applicant with the skills, knowledge and abilities required to perform the work
3. Team player, flexibility and sense of humor is a must.
4. Strong project management skills.

The Alliance for Pioneer Square is a 501c (3) non-profit organization devoted to the betterment of Pioneer Square through advocacy, programming, marketing, and community action. The Alliance is committed to creating a diverse environment and is proud to be an equal opportunity employer. The Alliance never discriminates on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, marital or family status, or based on an individuals' status in any group or class protected by applicable federal, state, or local law.

To apply please submit your resume and cover letter to: [jobs@pioneersquare.org](mailto:jobs@pioneersquare.org). No phone calls, please. Open until filled, priority for those applying before April 16<sup>th</sup>, 2023.