



Communications and Marketing Internship

Description

MilkCrate, a mission-driven, B-Corp Certified company that builds technologies to support and grow sustainable communities seeks an Intern to assist in its communications and marketing efforts. MilkCrate's product, MilkCrate for Communities, is an enterprise platform that measures and grows a community's social and environmental impact.

An ideal candidate would be a student with a portfolio of marketing materials including digital and print, a quick learner, and a team player who wants to get their hands dirty and collaborate with the entire team.

Responsibilities:

- Update and maintain MilkCrate's social media presence, including daily monitoring, posting, scheduling and reporting
- Assist in planning, writing and editing blogs via Wordpress and newsletters
- Draft, distribute and pitch news releases, media alerts and other stories
- Manage editorial and event calendars
- Design flyers, graphics, e-invites and other communication material • Update the organization's website regularly
- Collaborate with team on new ideas, directions, and tools for social media and communications
- Product content creation
- General writing and research on an needed basis

Qualifications:

- Firm grasp of social media tools and platforms including Facebook, Twitter, Instagram, Pinterest and MailChimp (optional)
- Currently working toward an undergraduate degree or higher, preference for junior level or higher, but will vary based on experience.

- Preference for a Media/Communications or related major (e.g., Journalism, English, Advertising or Public Relations)
- Previous internship or related experience in marketing or communications a plus
- Understanding of the basic principles of public relations and/or marketing
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel and Google docs)
- Proficiency in Adobe InDesign, Photoshop and Illustrator highly desired
- Knowledge of HTML, website content management, SEO, and/or graphic design a plus, but not required
- Experience with video editing software is preferable

Perks:

- Flexible work hours
- Ability to learn more about the industry and gain startup experience
- Positive, warm work environment
- Downtown office location (easy and accessible via public transportation)

Hours:

10-15 hours/week

To apply, please send a resume and a summary of your interest in working for MilkCrate to morgan@mymilkcrate.com.