



## **Summer 2017 PAID Internship/Part-Time Opportunity**

*Urban Innovation21 is a public-private partnership that boosts regional economic development through 21st century innovation-driven entrepreneurship. The Pittsburgh Central Keystone Innovation Zone (PCKIZ) is a program of Urban Innovation21. The PCKIZ internship matches undergraduate and graduate students with paid internship opportunities at local start-up companies. PCKIZ internships are open to students from Community College of Allegheny County, Carlow University, Duquesne University, and Point Park University.*

**Intern Title:** Marketing Intern

**Internship Company:** Engaged Prospect

**Overview:** We are looking for a fun, excitable and energetic person who wants to help Engaged Prospect grow. This candidate will be tasked to design promotional materials (marketing collateral, banners and brochures) and also marketing content (email marketing, landing pages and written content) for Engaged Prospect and our clients. In turn, we will provide first hand experience what it's like working in a sales and marketing department, times ten. In fact, our company is ONLY focused on sales and marketing, so we do it well. You will learn what it's like to be in sales, marketing and business development and you'll have the opportunity to engage in conversations with many business leaders around Pittsburgh and nationally. We are growing our business the right way, and we're looking for this candidate to help us with this growth by executing on our growth goals by learning about our target market and helping to generate new partnerships.

### **Responsibilities:**

The Programming Intern will play a key role not only event coordination, but also the overall running of Invest In Her, and the organization's day to day functions. Duties include, but are not limited to:

- Taking detailed notes at meetings, and transferring them into a document for the board to review
- Compose and send follow up surveys to event attendees, once the event has come to completion
- Assist with event logistics and event planning
- Maintain the Invest in her email newsletter service
- Partake in the execution of creative assignments
- Represent Invest In Her at external events
- Other duties as assigned

### **Qualifications:**

- This candidate needs to be curious and want to learn and continuously get better.
- This candidate needs to be hungry to help grow his/her career and the future growth of Engaged Prospect.
- This candidate needs to be passionate about the design process and attentiveness to different project goals and deadlines.

### **Bonus of Urban Innovation21 Internship Program:**

- Professional development workshops available.
- Gain access to 1 on 1 professional development advisory mentoring service.
- Opportunity to attend networking events.

Urban Innovation21  
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**Pay:** \$10 an hour; 224 hour internship assignment; maximum 28 hours per week

**How to Apply:** If interested, please email a resume & any required documents to Joan Hilton, at [jhilton@urbaninnovation21.org](mailto:jhilton@urbaninnovation21.org).

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