



Free Orca  
BUS Pass!

# We are Seeking an Intern!

**Do you like marketing & communicating with people? If so, then this is the internship for you!**

*\$18.00/hour*

**The Renton Innovation Zone Partnership (RIZP) is looking for a Communications and Marketing Intern to join our team.** Responsibilities include assistance in the development of external communication materials. Our intern will be able to provide coordination and support for a variation of media relations duties.

Throughout the Summer, the intern will:

- Learn how to network and create meaningful relationships
- Develop/execute marketing strategies
- Learn how to create visuals through writing, editing and graphic design
- Have the ability to connect and work with the media
- Will have the opportunity to be creative and have fun

The ideal candidate must:

- Be currently enrolled at Renton, Talley or Hazen High School as a junior or senior.
- Be interested in learning about marketing, advertising, communications and/or public relations.
- Be available a minimum of 15 hours a week.

**Apply TODAY!**

**Send your resume, cover letter and let us know how you heard about this position to [jraelynn@rizpartnership.org](mailto:jraelynn@rizpartnership.org)**

*Work Virtually!*



## COMMUNICATIONS & MARKETING INTERNSHIP

**Position:** Communications & Marketing Internship

**Reports to:** Assistant Director of Communications & Development

**Location:** Renton & Skyway-West Hill - Office Address: 451 Sw. 10th St. Renton, WA 98057

**Position type:** Internship (not to exceed over 180 hours)

**Salary:** \$18.00/hr; 20 hours per week

**Start date:** Summer 2020

### THE OPPORTUNITY

The Renton Innovation Zone Partnership (RIZP) is looking for a Communications and Marketing Intern to join our team. Responsibilities will be to assist in the development of external communication materials and provide coordination and support for a variation of media relations duties.

Throughout the Summer, the intern will have full visibility into the work of the RIZP, learning how to create relationships and develop/execute strategies for community-led initiatives. This position will interact with a broad audience, and is suitable for someone who has strong writing, editing and videography skills with a passion for storytelling.

The Communications and Marketing Intern will join a rapidly growing team in a fast-paced environment and will work to provide a voice to hard-to-reach families and communities in the Sunset Highlands and Skyway-West Hill neighborhoods. Through this work, the position will partner with community based organizations, government entities, families, the Renton School District and other stakeholders to bring strategies to life. This is a great opportunity for someone who enjoys grassroot community building and building up historically underserved communities.

### WHO WE ARE

The Renton Innovation Zone Partnership (RIZP) is a place-based collaborative between the Renton School District (RSD), Community Center for Education Results (CCER), Community Based Organizations and other partners from the Skyway-West Hill and Sunset/Renton Highlands neighborhoods. The focus of this initiative is to improve educational equity and student performance in four target elementary schools: Lakeridge, Bryn-Mawr, Campbell Hill and Highlands, with a large majority of these students identifying as students of color.

This vision started in 2011 with RSD making significant investment at Lakeridge Elementary and saw significant progress in student performance. The initiative was expanded to Bryn-Mawr and Campbell Hill in 2016 and Highlands in 2017. The Renton Innovation Zone Partnership was formed in 2017. As of September 2019, the RIZP has joined the Rooted in Vibrant Communities (RVC) as an Operations Support Partner.



## COMMUNICATIONS & MARKETING INTERNSHIP

### RESPONSIBILITIES

As a RIZP Intern, you will have the opportunity to gain real-world, hands on experience in a professional communications environment. Tasks may be focused on one, or a combination of learning experiences such as:

- Journalism and drafting communications
- Marketing
- Media Relations
- Social Media
- Operations, Administration & Clerical Duties
- Graphic and/or Website Design
- Project Management
- Story-Boarding & Videography
- Community Events

The start date and duration of this internship will be flexible and vary depending on the selected candidate's educational goals and class schedule. Qualified candidates must:

- Be currently enrolled at Renton, Talley or Hazen High School as a junior or senior.
- Have completed their sophomore year.
- Be interested in learning about marketing, advertising, communications and/or public relations.
- Have excellent written and oral communication skills.
- Be available a minimum of 15 hours a week.

### INTERNSHIP PROJECTS

The Communications & Marketing Intern will have the opportunity to work on an array of projects including:

- Producing a Kindergarten Registration Video
- Various Social Media Campaigns
- Marketing Campaigns for RIZP Community/Summer Events

Through these projects, the intern will grow their skills in the following:

- Graphic/Web design
- Photography and video editing
- Time Management
- Administrative and clerical

*To support any transportation needs, RIZP is able to provide an Orca Card to the intern.*

### DESIRED SKILLS & EXPERIENCE

- Proficiency in Microsoft Office, Google Suite, Adobe Creative Cloud, and social media platforms
- Initiative to work independently and as a collaborative team player
- Comfortable in a fast-paced environment with fluid situations and ever-changing challenges



## COMMUNICATIONS & MARKETING INTERNSHIP

The Communications & Marketing Intern will support the RIZP with writing, research, media list development, videography and more. This position will include operations and administration tasks. The Intern will also have the opportunity to participate in action-team meetings and community events.

The internship program at the RIZP is designed to provide individuals with practical learning experience while gaining valuable knowledge related to their career goals. Applications for internship positions are evaluated on experience - professional and/or volunteer, academic achievement, interview success, and positions available.

### LOCATION

Our office is located at 451 SW 10th St, #202, Renton, WA 98057. This position will require some traveling to various meeting and event locations. Due to COVID-19 and in respect to social distancing, virtual and remote working options are primarily available.

### **This job posting will remain open until the position is filled**

- Email: • riz@rizpartnership.org"
- Subject Line: • Communications & Marketing Intern" [Your Last Name]
- Body of email: • Include where you learned about this position
- Resume or Cover letter elaborating on your experience and why you are qualified for this position.

### QUESTIONS

Jasmine RaeLynn  
Assistant Director of Communications & Development  
jraelynn@rizpartnership.org

For more about the Renton Innovation Zone Partnership, visit [www.rizpartnership.org](http://www.rizpartnership.org)