



ST. LOUIS MOSAIC PROJECT

## Internship 2019 Spring

### Mosaic Project — Immigration Communication and Social Media Intern

**NOTE: This is an Unpaid internship.**

This internship offers hands-on experience in assisting the Executive Director and Senior Program Manager of the St. Louis Mosaic Project to implement a regional immigration attraction strategy for population growth and cultural/social inclusion in the region. Please note, internships are unpaid.

**GOALS:** Intern will learn and contribute to key issues/communications about regional and national immigration policy, with the goals of attracting more foreign born to the St. Louis region.

**Skills Desired:** Demonstrated writing, digital marketing and communications examples

#### **POSITION DESCRIPTION: Key Projects**

- ▶ **Update and Manage Social/Digital Media:** *update immigration marketing materials including brochures, presentations, newsletters, social media content and management to promote the St. Louis Mosaic Project. Skills: Marketing, communication, webpage management, creativity*
- ▶ **Attend** *various business meetings, cultural events, regional seminars, etc. and manage materials and represent the Mosaic Project*
- ▶ **Create** *a content calendar that highlights specific topics such as international students, immigrant entrepreneurs and the St. Louis region.*
- ▶ **Program Development:** *work with Senior Program Manager on Ambassador Program for community engagement and outreach for welcoming of foreign born in the region*
- ▶ **Manage and Develop Communication Strategy:** *curate a comprehensive media strategy to highlight partner organizations, joint days of action, and various content surrounding topics of entrepreneurship, jobs, and quality of life in St. Louis*

#### **EXPECTATIONS/Responsibilities**

- ▶ **Commitment** – *Make a commitment of working 15 - 20 hours per week. Work ethic in a professional business-attire Clayton office within the World Trade Center-St Louis; Needs excellent communication skills and competence in social/digital usage*
- ▶ **Present** *findings and recommendations to Executive Director at the conclusion of the internship*
- ▶ **International** *experience is preferred.*
- ▶ **Confidentiality** - *Maintain confidentiality on all projects worked.* ▶ **Good Attendance** - *Adhere to mutually agreed upon schedule.*

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