

## COMMUNICATIONS INTERN

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Explore Bike Share is seeking a dedicated communications intern to join our team. The new position will be essential to the ongoing success and exposure of Explore Bike Share. Ideal candidates will have some communications, customer service and/or event organizing skills to go along with a positive, enthusiastic attitude and drive, detail-oriented and customer-focused outlook, and creative and innovative solutions.

### RESPONSIBILITIES AND DUTIES

- Organization communications and initiatives, including social media and press releases
- Events and programs, including fundraisers, education and safety programs, and bike rides
- Sponsor and partner communications, and community outreach
- Media and public relations
- Customer communications
- Program and event coordination

### SKILLS AND QUALIFICATIONS

- Prior biking/cycling, communications, marketing or customer service experience preferred
- Strong time management and organizational skills, and ability to meet deadlines
- Proven knowledge of social media platforms, and content development
- Strong writing and interpersonal communication skills
- Knowledge of Google Workspace, Word, Excel, Powerpoint, MailChimp and/or Constant Contact
- Ability to work in a collaborative and team-oriented environment
- Self-motivation, and excellent attention to detail
- Strong desire to contribute to the success of Explore Bike Share
- Availability to work some evenings, weekends, and holidays, as needed

### BENEFITS

This is a part-time, college credit intern position requiring 15 hours per week with flexible scheduling. The position will potentially be converted into a paid, full-time position.

Submit your resume and cover letter to Yolanda Henderson-Kemp at [yhkemp@explorebikeshare.com](mailto:yhkemp@explorebikeshare.com).