



E-470 PUBLIC HIGHWAY AUTHORITY

Position Opening

JOB TITLE: Communications Internship

REPORTS TO: Communications and Public Affairs Manager, Operations Department

JOB FUNCTION

The Intern will support E-470's Communications team by providing direct assistance to the communications and public affairs manager, the marketing specialist and other Operations department team members.

DUTIES

- Execute planned marketing and advertising activities, including support of E-470's annual advertising request for proposals project
- Assist with the execution of all social media efforts
- Support member jurisdiction community sponsorship activities
- Assist with the analysis and research for marketing efforts
- Assist with E-470 events and other activities
- Contribute to other communication efforts such as public relations, newsletters, community relations, monthly E-470 customer messaging and website updates

REQUIREMENTS

- Student completing third year/entering fourth year of an undergraduate program leading to a degree related to communications, marketing, advertising or journalism. Candidates with a bachelor's degree with these majors will be considered.
- Knowledge of E-470 Public Highway Authority, ExpressToll and License Plate Toll brands and services specifically, and transportation services in Colorado in general.
- Demonstrate strong verbal and written skills.
- Demonstrate experience in Microsoft Office, specifically MS Word and Excel.
- Exhibit knowledge of Adobe Creative suite software or comparable experience with other graphic design software applications preferred.
- Experience in businesses related to customer services, call centers, public relations or advertising preferred.

COMPENSATION: \$15.50 per hour

ADDITIONAL INFORMATION:

This temporary position is anticipated to begin in May of 2020 and last through mid-August, 2020. Work hours may be negotiable around a class schedule. Interested candidates please email resumes to jkramer@e-470.com