



PR/MARKETING INTERN - at Innovative Social Enterprise

Working at Spectrum Works offers a great opportunity to drive social change, increase the employability of youths with autism, and make a significant impact.

Spectrum Works' innovative workforce development model provides job training and employment to young adults with autism. Spectrum Works builds inclusive workforces at our partner companies by integrating young adults with autism into their workforces. The program prepares our students for entry-level jobs that meet the needs of corporate partners and creates a path to success for individuals with autism.

Spectrum Works' first social enterprise is a nonprofit screen printing business created with its partner company Green Distribution. Green is one of the largest screen printing companies on the East Coast and produces screen-printed apparel for brands such as Universal Music and Harley Davidson. Spectrum Works has also implemented its model at Rent the Runway by integrating student trainees at their Secaucus based distribution facility.

Spectrum Works is going through a period of exciting growth and change —we are hugely ambitious for our future, and we are looking for colleagues who share in our ambition!

JOB SUMMARY

We are currently looking for a motivated undergraduate or graduate student to join our Spectrum Works team as a PR/Marketing Intern. The ideal candidate will be flexible, highly responsible, and eager to learn. If you are looking for experience at a mission based company, possess excellent communication and time-management skills, and collaborate well with others, we want to hear from you. Join our team and work for an organization that helps young adults with autism live up to their potential for stable, successful, economically self-sufficient lives.

Spectrum Works needs highly motivated PR/Marketing Intern to help create and execute a winning communications strategy. The PR/Marketing intern will be responsible for developing content, writing, and assisting with public relations tasks. The intern will focus on publishing work through various forums to increase the public awareness of and interest in the organization.

PR/MARKETING RESPONSIBILITIES

- Develop and help to implement communication strategies
- Enhance the company's presence in the public eye and promote brand awareness

- Expand and strengthen our network of alliances, resources, and partnerships via communications and marketing work
- Develop and enrich the quality of content and interactions on public forums
- Assist in creating content for emails, press releases, and our website
- Identify engagement-building opportunities
- Work closely with CEO on associated projects
- Help to plan and implement social media and other internet based communication strategies

KEY QUALIFICATIONS

The ideal candidate will be creative and have excellent communication and organizational skills, first-rate writing abilities, and an interest in making a difference in the world. You have the energy, commitment, and passion needed to help young adults with autism reach their potential.

- Bachelor's degree (obtained or underway) in Marketing, PR, Communications, or related fields required
- Flexible days and hours, but must be available for a minimum of 8-15 hours per week (remotely or from office in Secaucus). Longer internships available.
- Exceptional organization, planning, and implementation skills
- Knowledge of PR or marketing
- Fluency in internet technology
- Strong attention to detail
- Passion for Spectrum Works mission
- Excellent written and verbal communication skills
- Highly motivated to achieve, with the ability to solve problems and overcome obstacles
- High level of ethics, values, integrity and trust
- Must be able to pass a background check

SKILLS

- **Required:** Microsoft WORD and Excel
- **Required:** Fluency in social media platforms
- **A Plus:** Adobe Creative Suite
- **A Plus:** Video or other photo editing skills

SALARY: This internship is unpaid – a travel stipend is available. Spectrum Works Staff can help you navigate your University's process for how to earn course/internship credit if attending university.

CONTACT: Applicants should submit a cover letter and resume to info@spectrumworks.org . Please write **PR/Marketing Intern** in the subject line. Applicants without a cover letter will not be considered.