



## Communications and Marketing Internship Description

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**Title:** Communications and Marketing Internship  
**Organization:** Miami Music Project  
**Level:** Internship  
**Compensation:** Course credit will be awarded.  
**Reports to:** Communications and Marketing Director  
**Start Date:** August 2016  
**Inquiry:** Please send your resume and cover letter to [info@miamimusicproject.org](mailto:info@miamimusicproject.org). Please use the words "Communications/Marketing Internship" in the subject line. Applications without cover letters will not be taken into consideration.

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Miami Music Project, a Florida-based non-profit organization established in 2008, uses music as a tool for social transformation, empowering children to acquire values and achieve their full potential, positively affecting their society through the study and performance of music. Our programming is committed to social development through music education, empowering children and youth to acquire the values necessary to achieve their full potential as citizens, positively affecting society through the study and performance of music.

Duties of the position include:

- Assist in marketing and public relations to efforts to help further Miami Music Project's mission.
- Assist in writing thought leadership articles, press releases, newsletters and other marketing material. The candidate will act as a 'reporter' and help position the organization as an industry leader.
- Assist in developing social media content (Facebook, Twitter, Instagram, and YouTube.)
- Help promote organization at local events and venues that would help us reach our desired audience.
- Provide "knock your socks off" customer service to all event constituents

Candidates should:

- Be majoring in journalism, communications, or another relevant field (Recent graduates will also be considered.)
- Display an interest in a career in marketing/communications, non-profit sector or social entrepreneurship.
- Excellent written and verbal communication, strong editing skills.
- Be digital and computer savvy in social media & Microsoft Office.
- Have a genuine desire to help others.
- Knowledge of South Florida's geography, ethnicity and culture.
- Responsible and prompt.
- Be able to work at least 20-25 hours per week.

**Upon hiring a Criminal Background check, Miami-Dade county Public Schools (level 2 screening will be required of the candidate prior to working within public school (Reimbursed by Miami Music Project)).**