Position:

Marketing and Communications Intern at The Riley Institute

To Apply:

Send your resume and cover letter to Katie Quine at katie.quine@furman.edu.

Brief Description of Position:

The Marketing and Communications Intern will assist the Marketing and Communications Manager. More specifically, the intern will: aid in the creation and implementation of social media content through copy generation, graphic design, and photo curation; help update and maintain the Riley Institute’s website and email marketing lists; assist with administrative duties tied to media relations; and maintain the institute’s repository of marketing collateral and photography.

Qualifications:

• Strong written and verbal communication skills
• A baseline understanding of sharp design and aesthetics
• Willingness to take initiative and seek constructive feedback to learn and grow
• Highly organized and detail-oriented
• Ability to work independently while also valuing collaboration

Desired Skills (Though Not Required):

• Experience with social media platforms (Facebook, Twitter, Instagram, and LinkedIn) along with third-party scheduling and reporting platforms like Buffer and Hootsuite
• Experience with WordPress CMS
• Experience with Canva and/or Photoshop
• Knowledge of video editing software like Adobe Premiere products is a plus.

Hours per week:

Ten hours per week with opportunity for more if student's schedule allows.

Evaluation:

Time spent with supervisors as part of oral performance review each term.

About the Riley Institute:

Launched in 1999, the Institute is named for former South Carolina Governor and former United States Secretary of Education Richard W. (Dick) Riley. It is committed to nonpartisanship in all it does and to a rhetoric-free, facts-based approach to change.
Our mission is to broaden student and community perspectives about issues critical to South Carolina’s progress. We build and engage present and future leaders, create and share data-supported information about the state’s core challenges, and link the leadership body to sustainable solutions.

We achieve our mission through a broad range of programs and initiatives. Our Center for Critical Issues hosts a variety of events throughout the year to highlight and encourage civil discourse around critical issues for the state and nation. The Center’s events have featured former President Bill Clinton, former Director of National Intelligence Mike McConnell, former Secretary of State Madeleine Albright, and many more.

Our Center for Diversity Strategies has created a statewide leadership network with our Diversity Leadership Initiative (DLI). There are more than 2,200 alumni of the DLI program, known as “Riley Fellows.” This powerful network includes CEOs of corporations, mayors, city and county council members, legislators, school superintendents, nonprofit heads, chamber of commerce directors, and religious and community leaders.

We also have a Center for Education Policy and Leadership that produces nationally-recognized education research, most recently on the topic of Montessori education in public schools.