

Communications Intern

Rush Enterprises, Inc.

New Braunfels, Texas

Contact: Allison Teska, Director of Communications, 830-302-5243 or teskaa@rushenterprises.com

Company Overview

Rush Enterprises, Inc. is the premier solutions provider to the commercial vehicle industry. The Company owns and operates Rush Truck Centers, the largest network of commercial vehicle dealerships in the United States, with more than 100 dealership locations in 21 states. These vehicle centers, strategically located in high traffic areas on or near major highways throughout the United States, represent truck and bus manufacturers, including Peterbilt, International, Hino, Isuzu, Ford, Mitsubishi, IC Bus and Blue Bird. They offer an integrated approach to meeting customer needs — from sales of new and used vehicles to aftermarket parts, service and body shop operations plus financing, insurance, leasing and rental. Rush Enterprises' operations also provide CNG fuel systems, telematics products and other vehicle technologies, as well as vehicle up-fitting, chrome accessories and tires. For more information, please visit us at www.rushtruckcenters.com, www.rushenterprises.com and www.rushtruckcentersracing.com, on Twitter @rushtruckcenter and Facebook.com/rushtruckcenters.

Primary Purpose

The Communications Intern will support not only the Director of Communications but the Vice President of Marketing and Communications and the entire team. The role will support communications to our 6,200 employees, public relations and executive messaging. There will be ample opportunity learn about other areas of the Marketing team, including assisting with event logistics, collaboration with graphics designers and other team leaders as well as communications support to other departments in our corporate office.

The intern in this role will be paid \$15 per hour for a maximum of 40 hours per week through Summer 2017. We will be flexible with school schedules. We are happy to comply with requirements needed for university credit.

Primary Duties

- Support day-to-day operations of the Communications department, particularly in employee communications and management of our intranet site. This includes writing and editing articles on various topics, curating content from throughout our organization and working closely with IT to ensure our intranet home page is up to date.
- Assist social media strategy and post images and articles to social channels as appropriate
- Collaborate with corporate support departments on monthly employee communications.
- Support public relations strategy by organizing and managing press contact list, gathering information and writing press releases as needed.

Job Specifications

- Undergraduate in pursuit of degree in marketing, communications or related business field. Recent graduates will also be considered.

- Excellent writing skills are a must. Writing samples will likely be requested.
- Strong verbal and active listening skills
- Professional poise, as you will interact with all levels of our organization including senior leadership.
- Attention to detail and ability to multi-task and manage competing priorities.
- Understanding of AP Style communications.

This job description indicates the general nature and level of work expected. It is not designed to be a comprehensive listing of activities, duties or responsibilities required. Other related duties may be included.

Next Steps

If interested in the position, email your resume and writing samples to Allison Teska, Director of Communications at 830-302-5243 or teskaa@rushenterprises.com. Feel free to reach out with any questions.