Company Overview

Splash Coworking is a space in the heart of downtown San Marcos, dedicated to supporting our local entrepreneurs, small business owners, and the community. Splash gives access to a space where members can do work, share ideas, and support local projects. Splash also hosts multiple local events every month, from the widely known freelance conference #FreeCon, to live music shows and all events in between.

Position Title: Public Relations/Digital Media intern

Internship Description

Splash Coworking is looking for an intern to develop, execute, and monitor its social media campaigns, as well as developing and implementing various ‘green campaigns’. Tasks may include:

- Create regular content for social media posts, and develop content calendars on a weekly/monthly basis
- Compile contact lists and assemble an updated press kit
- Assist in the creation and general distribution of press releases and media alerts
- Assist event coordinator with design and distribution of advertisements of Splash events
- Participate in public outreach representing Splash at various local events

General Details

This is an unpaid internship, but provides college credit, if applicable. The length of the internship is a minimum of 6 months (2 semesters), with the ability to renew internship based on performance. Scheduling is flexible, but a minimum of 10 weeks and 200 job hours is needed if seeking college credit (during the Fall or Spring semester) and/or and minimum of 8 weeks and 160 job hours (during the Summer semester).

Qualifications

- Juniors/Seniors with Marketing, Communications, and/or PR related major preferred
- Solid understanding of social media
- Exposure to the development and execution of social media campaigns
• Experience with Microsoft Office Suite (Word, Excel, PowerPoint)
• Excellent communication and interpersonal skills
• Strong writing and researching skills
• Ability to provide own laptop during internship is preferred

Benefits

• Hands-on experience in the creation of online presence and marketing of small local businesses
• Large network opportunities with local businesses and entrepreneurs
• Office space is in the center of San Marcos downtown, and in close walking distance to the Texas State campus
• Flexible scheduling to work around your classes and commitments
• Opportunity for course credit and resume building

To Apply: Please email Carina Boston at carina@splashcoworking.com. Please attach your resume, and a few sentences about your interest in the internship within the email. Also, use the subject line “Splash PR/Digital Media Intern Application”.