

## Marketing Communications Internship

Are you looking to gain valuable experience while being part of a vibrant team? We are currently looking for the right person for a paid internship. Talent 2025, located in downtown Grand Rapids, is looking for a dynamic intern to maintain website and communication materials, manage social media and special projects, conduct research, and assist with special events. This role offers a flexible schedule working 10-15 hours per week.

Talent 2025 is a catalyst for enhancing the integrated talent development system for West Michigan. Composed of over 100 CEOs from the region's 13 counties, the organization strives to be a driving force for an ongoing supply of world-class talent by uniting leaders and organizations who will help shape a thriving economy.

### **You will gain valuable experience working with a professional team to:**

- Maintain website, social media, and existing communication materials including reports, contact lists, and other information
- Assist with the development of new reports, presentations, and other marketing materials
- Prepare for meetings and events by creating PowerPoint presentations and meeting materials using Microsoft Office
- Conduct research on a range of talent development subjects including early childhood development, K-12 education, workforce development, and equity and inclusion
- Provide summaries of research and evaluation for our President, Board of Directors and Working Groups

### **To be successful in this role, candidates need:**

- To be currently pursuing a Bachelor's degree with a Major or Minor in Communications, Marketing, or English
- Proficiency in Microsoft Office
- Excellent project management skills
- Strong verbal and written communication skills
- The ability to pay attention to detail
- Experience using social media for professional purposes preferred
- Experience with Adobe Creative Suite preferred

This is the perfect role for someone who has a strong desire in gaining professional experience as part of a team dedicated to the West Michigan region. Visit our website for more information about us.

For immediate consideration, please submit your resume and cover letter to:

Laura DeRuiter, Executive Assistant  
l.deruiter@talent2025.org