WASHINGTON INTERN STUDENT HOUSING

INTERNSHIP ANNOUNCEMENT

Company: Washington Intern Student Housing ("WISH")
Location: Washington, DC
Phone: (202) 548-2720
Email: Interns@InternsDC.com
Website: www.InternsDC.com

Term: Fall/Spring/Summer
WISH offers internships during each term with date ranges of:
Spring: Early January through Mid-May
Summer: Mid-May through Mid-August
Fall: Mid-August through Mid-December

POSITION: Event Planning & Social Media Intern

We are looking for energetic interns who want to truly be a part of the WISH team for the semester!

WISH is an intern housing and residential life services provider in Washington DC. WISH has hosted students and college groups for over 20 years in furnished, intern-only buildings on a semester basis.

Interns are WISH’s specialty. WISH works with Colleges and Universities to provide Intern housing for individuals or groups, small and large, for the terms needed whether it be fall, spring, summer or all year. Faculty housing, classrooms, conference rooms, and reception room are all available for WISH residents’ needs. In addition, WISH hosts social and networking events to promote professional development.

WISH guests live in one of two areas both of which are Metro accessible to access all parts of the city. The Historic Capitol Hill District locations are within walking distance to Congress and the Supreme Court, Federal Buildings, the Smithsonian, and National Mall. The Woodley Park area is near the National Zoo, Rock Creek Park, Embassy Row, the Adams Morgan and Dupont Circle areas.

POSITION RESPONSIBILITIES:

Event Planning:
- Design social media content, flyers and other marketing material for events
- Attend and contributes to event planning meetings
- Manage event budgets, RSVP lists and related schedules
- Work with staff and volunteers on event day to make the WISH event a success
- Work with our Photography Intern to ensure photos and videos at events are taken for WISH’s use on social media platforms
- Complete an event summary report
- Maintain relationships with vendors and contributors
- Prepare proposed calendar of events for the next semester

Social Media:
• Participate in marketing and media meetings, interpret analytics and reports
• Produce marketing materials for email/mail/social media, including SEO, SEM
• Market to known and new internship coordinators and other clients
• Provide ideas and feedback for the blog, write new posts
• Attend events on weeknights or weekends as WISH representative
• Produce video and photo marketing materials for social media
• Other duties as assigned

REQUIREMENTS:
• Great communication skills and outgoing personality
• Basic familiarity in planning events
• Public speaking experience to small groups a plus
• Experience with basic social media and e-marketing materials
• Strong organizational skills
• Familiarity with basic search engine and social media marketing principles and platforms
• Experience producing basic social and e-marketing materials in MS Office environment
• Self-starters a must

HOURS: Full Time

HOUSING: WISH will provide double occupancy WISH furnished housing free of charge to Intern for the term of the Internship.

COMPENSATION: Unpaid Internship. WISH will work with academic advisors and faculty to support college credits.

HOW TO APPLY: Send resume and cover letter to WISHresumes@InternsDC.com. Now accepting applications for the next semester.

APPLICATION DEADLINE: Apply today. Due to the three terms in which we seek interns our application deadlines are rolling. WISH must make a decision approximately a month before our new term begins.

FOR MORE INFORMATION: Contact Jean-Marie Leonard at (202) 548-2720 or WISHresumes@InternsDC.com