



Orlando Tech is the leader in growing the region's tech ecosystem by advocating for the tech community as well as inspiring collaboration between established businesses and startups. The Orlando Tech meetup, OTA's origin, was created to welcome and support tech entrepreneurs, startups and businesses, which has grown into the larger vision of the Orlando Tech Association.

INTERNSHIP DESCRIPTION:

OTA is looking for an immediate, Summer and Fall Intern(s). Your role will touch and support all aspects of the Orlando tech community. Our ecosystem will benefit from your strong writing skills and understanding of the digital media landscape, including various social media platforms. You will also need strong critical thinking and organizational skills in order to integrate into the organization. This is for-credit position, as a non-profit we are only able to offer experience.

ESSENTIAL FUNCTIONS:

- Assist in the implementation of OTA's marketing strategy
- Write and edit blogs, digital copy, social media postings, etc.
- Assist in management of social media channels
- Website and social media optimization
- Monitor blogs, forums and social networks
- Manage social media, website and traditional media monthly reports
- Create e-newsletters (MailChimp knowledge a plus)
- Manage event listings on various digital platforms
- Assist with event set up, show flow and tear down
- Perform other duties as requested

QUALIFICATIONS, ATTRIBUTES & EXPERIENCE:

- College junior, senior or post-graduate studying public relations, marketing or communications desired
- Strong writing and speaking skills (prefer completion of Writing for PR course)
- Prior internship experience preferred
- Familiarity with all aspects of social media platforms
- Very detail-oriented with proven ability to multi-task, highly organized and a self-starter
- Ability to communicate and maintain a professional demeanor
- Strong work ethic and positive attitude
- Excellent critical thinking skills
- Personal computer required
- Adobe Photoshop and graphic design skills preferred, not required

COMMITMENT:

- 15 hours minimum weekly commitment
- Flexibility to work occasional evenings, including the third Thursday of each month
- Flexible working environment and schedule

APPLY:

All applicants should submit cover letter, resume, one writing sample and social media samples to Orrett Davis at orrett@orlandotech.org.