POSITION OPENING
Position Title: Communications and Marketing Intern
Job Location: Cambridge, MA

MIT China Future City Lab is looking for student or intern to work as a communications & marketing coordinator

Effort: 10-20 hour/Week, starts now until end of June, with potential to extend to end of 2018

Requirements:

- 1-3 years of communications experience
- A bachelor’s degree in journalism, marketing or PR is preferred but not required
- Good at exploring, writing and designing newsletters and social media posts, as well as website news content management and email marketing
- Good graphical design skills
- Have the ability to collaborate with several stakeholders at once, and have no problem managing multiple initiatives simultaneously.
- Passionate about following, sharing and creating news content
- High working efficiency
- Be flexible with working time when there’s ad-hoc news to promote
- Have a strong sense of responsibilities

Responsibilities:

- Design, write and publish website, blog, email newsletters, and social media updates
- Design and create graphical posters, booklets and other printing materials
- Basic photo/video taking and editing
- Maintain our social media accounts, including content creation and curation
- Proactively follow and write news and updates of our lab, including propose news writing ideas, initiate meetings and communications with key persons, willing to spend time to better understand the news content, willing to participate events to have first hand information for news preparation
- Make communication plan and schedule for all channels
- Identify and develop relationships with internal media personnel, partners or external partners if needed to promote our news and events
- Work with the lab members, other internal communication department or persons
- Measure and report on the effectiveness of communications activities

For more information of MIT China Future City Lab: Cfclab.mit.edu

Email CV and cover letter to Jingjing Yao jiyyao@mit.edu