



Communications and Social Media Intern Position

Movability is Central Texas' only Transportation Management Association dedicated to helping commuters do more with their time by finding mobility options that work for them. We are a non-profit organization working with for-profit companies and charitable non-profits. We work hand-in-hand with employers and service providers, promoting mobility and commuting options and improving economic vitality by delivering customized professional transportation services, networking and leadership opportunities.

We are seeking a Communications and Social Media Intern (beginning in Summer 2021) to focus on several projects, including:

- Working with staff to create a new social media stream for Movability
- Brainstorm and implement social media engagement strategies on existing platforms to increase audience reach and build brand awareness.
- Update and maintain the organization's website
- Research and write one to two case studies highlighting the mobility work Movability helped predetermined members accomplish.

The internship can be completed for course credit. We offer a flexible schedule, and 10-20 hours per week. The ideal candidate would be available through the spring 2022 semester. The Movability team is currently working remotely and depending on public health guidance, will likely be working partly to completely remotely through summer 2021 (May – August).

Movability is located in downtown Austin. Our team of three full time employees currently includes the Executive Director, Program Manager, and Outreach and Engagement Manager. Our work is fast-paced, mission-driven, and collaborative. We are growing quickly and expanding our reach regionally. Our members include Samsung, Stitch Fix, Tesla, Google, the City of Austin, Capital Metro, Dell Technologies, and Facebook – just to name a few. Visit our [website](#) for a complete list of our current members.

REQUIRED QUALIFICATIONS:

- Strong communication, writing and editing skills
- Demonstrated business experience with social media accounts
- Proven professional demeanor in online communications
- Excellent customer service skills to represent Movability in a professional and friendly manner
- Student entering third or fourth year of college program working toward a degree, preferably in Marketing/Communications, or Public Relations, Business, Planning, Public Policy, GIS, Education, or similar
- Results-driven and goal-oriented
- Must be computer literate with working knowledge of Microsoft Office, Canva and comfortable learning new computer programs
- Self-motivated; detail-oriented; organized and able to prioritize, multi-task and meet deadlines

PREFERRED QUALIFICATIONS:

- Passion for transit, alternative transportation, and/or sustainability
- Currently enrolled in a graduate or master's degree program
- Confidence and experience in public speaking
- Proficiency in Adobe Creative Suite highly desired

RESPONSIBILITIES:

Communication & Member Support

- Promote Movability programs and membership opportunities to area businesses, organizations and the general public
- Represent Movability at member and public events (if applicable, based on public health guidelines)
- Communicate with and gather feedback from members
- Provide input regarding solution-based discussions that will benefit members
- Maintain existing social media streams, work with staff to develop strategies to increase engagement and reach through those platforms

Marketing & Events

- Work with staff and funders to develop calendar of member events
- Produce online and in-person events
- Proof and design letters, presentations, and marketing collateral

Fulfillment & Administrative

- Assist in maintaining CRM database of contacts
- Providing editing for the entire team on a variety of documents
- General clerical tasks
- Monitor current membership information and flag upcoming renewals

To apply send resume, cover letter, and work references to info@movabilitytx.org

About Movability

Movability is Central Texas' only organization dedicated solely to helping commuters do more with their time by finding mobility options that work for them.

Movability is Central Texas' first and only Transportation Management Association solely dedicated to working hand in hand with employers to improve the regions' economic vitality by connecting commuters with mobility options that save time and money. Movability's members are employers from public and private sectors, and hail from all over the larger Austin region. We work closely with members to create mobility plans that in turn let them connect their employees with a wide range of mobility options. Our members leverage mobility programs to reach their business goals, including attracting and retaining top talent, reducing facilities costs, and leading in corporate stewardship. Members also benefit from exclusive events, networking, and educational opportunities.