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# Position Description

# Tech Ranch Austin is the place where tech entrepreneurs come together to fill in the missing pieces and leverage the social capital of the community. Joining the Tech Ranch Community means having access to classes, workshops, mentorship programs, networking events, working and co-working space and especially the shared wisdom of the experienced entrepreneurs.

# Position: Marketing, Sales, and Communications Intern

**Location:**  Austin, TX

**Reports to:** Director of Business Development and Partnerships

**Time Commitment:** 12 hours/week. (Minimum Commitment)

**Compensation:** Un-paid/Volunteer Position

**Responsibilities**

**Position Summary**

Tech Ranch Austin seeks an outstanding candidate for a Marketing, Sales, and Communications intern in the fast paced world of venture start ups. Intern candidates must be driven, self-motivated, and detail-oriented. The individual in this position will be given significant marketing and communications responsibility within the organization. This intern position is ideal for those with a “can do” attitude, strong marketing and communications skills and an unwavering drive to play a vital role in increasing the visibility and presence of Tech Ranch Austin.

**The Primary Responsibilities of the Marketing, Sales, and Communications Intern include:**

* **Coordinate and participate in the creation, distribution and delivery of marketing & sponsorship materials, which may include: signage, circulars, mock ups, e-mail campaigns, on line promotion, etc.**
* **Assist in identification of potential sponsors and preparation of sponsorship sales presentations.**
* **Help manage the marketing & sponsorship sales deliverables.**
* **Seek and analyze comparable marketing and sales materials both on and offline**
* **Conduct research for various marketing, sponsorship, and program sales projects as needed.**
* **Provide support to social media efforts.**
* Other tasks as assigned or time allows

**Qualifications:**

**There are ideally a number of skills and abilities this individual must possess in order to succeed in this role:**

* Detail-oriented with strong organizational skills.
* Team Player
* Customer service focus
* Excellent written and verbal communication skills.
* Easily adapts to changing priorities.
* Ability to work independently, and to effectively manage multiple tasks and needs.
* Experienced with general office software. Understanding of Linkedin, Facebook, Twitter, Hootsuite or similar social medial networks and programs.
* Work Environment (Environment and conditions commonly associated with the performance of the functions of the job): The position will require occasional local travel off premises to work related meetings and events, as well as, being able to be flexible and comfortable in a variety of office and event environments. On occasion, may be asked to work late evenings and weekends.

**Education/Training:**

* College degree or experience preferred.
* High school diploma required.
* Must be at least 18 years of age.