##### October 4, 2022

**Virginia Department of Rail and Public Transportation**

# Communications and Marketing Intern

## Duration:

January 3, 2023-April 30, 2023

## Location:

Richmond, Virginia

## Description

The Virginia Department of Rail and Public Transportation (DRPT) is offering an internship opportunity to graduate and undergraduate students seeking experience with creating marketing campaigns. The internship program will provide an environment for the student to successfully learn and participate in marketing campaigns during spring semester 2023. Example of types of projects will include assisting with reviewing marketing materials, conducting public outreach, attending planning meetings, creating spreadsheets, and drafting talking points and presentations for internal and external audiences.

The selected individual will report directly to the Communications and Marketing Specialist. The internship may also include work as assigned by the Director of Policy, Communications and Legislative Affairs and involve interaction with diverse constituencies including government officials, agency partners, stakeholders, and the general public.

## Program

The internship program will require at least 15 hours per week during regular business hours, Monday through Friday between 8:30am and 5:00pm. DRPT will work with the selected candidate on arranging a schedule around class schedules. Interns may be asked to participate in activities outside of normal business hours for meetings or special events.

## Eligibility

Internship candidates must be enrolled as a full- or part-time graduate or undergraduate student, with an expressed interest or major in Communications, Marketing or any related field.

Candidates should be proficient in Microsoft Office applications. Experience with Adobe Creative Cloud is preferred but not required.

## How to Apply

Please submit the following information via email with the subject line “Application: DRPT Communications & Marketing Intern” to Deborah Barnett (Deborah.barnett@drpt.virginia.gov)

* Cover letter
* Resume
* Three professional references (can include references from professors)
* Most recent college transcript

Upon receipt of full application, interviews will be conducted in November/December 2022 to select a suitable candidate. Interns will follow all Commonwealth of Virginia and DRPT employee policies and procedures.