



MARKETING COMMUNICATIONS INTERN

Type of Recruitment	Casual Seasonal (Summer Intern)
Pay	\$17/Hour
Agency	DNREC/Community and Legislative Affairs/Public Affairs
Employment Term	Full-time / 12 Weeks
Location(s)	The intern will work at least two days per week at the office, located in the Richardson and Robbins Building, 89 Kings Highway, Dover, DE 19901. Additional workdays may be in the field, or may be telework.

Introduction

The [Delaware Department of Natural Resources and Environmental Control](http://dnrec.delaware.gov) protects and manages the state's natural resources, protects public health, provides outdoor recreational opportunities and educates Delawareans about the environment. The intern is part of the Public Affairs team, which executes a comprehensive marketing communication strategy to advance the Department's mission to protect Delaware's environment for current and future generations. For more information, visit the website at dnrec.delaware.gov and connect with @DelawareDNREC on [Facebook](#), [Instagram](#), X (formerly known as [Twitter](#)) or [LinkedIn](#).

Summary Statement:

DNREC is seeking a marketing communications intern to join our Public Affairs team for the summer. The intern will help the team develop content, increase brand awareness, engage with constituents, and support our mission. Working under the guidance of the marketing manager, but collaborating closely with the entire Public Affairs team, the intern will contribute to a wide range of marketing and communications efforts. This internship is an excellent opportunity to gain hands-on experience and contribute to real-world projects in a dynamic and collaborative environment.



Key Responsibilities:

- **Campaign Planning:** Contribute to brainstorming sessions, research and strategy development.
- **Content Development:** Help create engaging content for various platforms, including our digital newsletter, online magazine, social media pages, website, print materials and presentations.
- **Events Support:** Provide logistical and promotional support for DNREC events, including planning, on-site coordination, and photography/videography assistance.
- **Marketing:** Assist in the development, research and implementation of marketing campaigns across multiple channels.
- **Social Media Management:** Help manage our social media pages, creating and scheduling content, routing it for approval, and engaging with our community to increase followers and engagement.
- **Writing:** Write the first draft of articles, media advisories and news releases.
- **Analytics/Performance:** Monitor and report on the performance of marketing and social media campaigns using analytics tools, deriving insights to offer recommendations for future strategies.

Job Requirements:

Please attach a resume with your online application. Include a cover letter detailing your interest in the internship and how it aligns with your career goals. In addition, provide a digital portfolio with school or work samples showing a variety of marketing communications such as: articles, content calendars, digital newsletters, social media campaigns, marketing pieces, (e.g. advertisements, brochures, fact sheets, one-pagers), photography, PowerPoint presentations, videos, and/or performance reports.

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

- **Educational Background:** Currently enrolled in or a recent graduate of a bachelor's or master's degree program in business, communications, journalism, marketing and/or related field.



- **Skills and Experience:**
 - Basic understanding of marketing concepts and strategies.
 - Strong writing and communication skills, with the ability to create compelling content for diverse audiences.
 - Familiarity with social media networks and analytics tools.
 - Ability to work collaboratively in a team environment and manage multiple projects simultaneously.

Additional Posting Information:

The State of Delaware recognizes the value of telework and flexible working schedules. This position is eligible for Telework and Alternative Work Schedules according to the State of Delaware's Alternative Work Arrangement Policy. More information will be shared at the time of interview.

This position will have statewide responsibilities which requires travel throughout the State. The State of Delaware provides transportation services to State agencies.

Schedule:

- The position is flexible as to start date and is for a maximum 12-week term.
- The position will not exceed 37.5 hours per week.
- The position requires work occasional evenings and weekends to support some events and projects.
- The intern must be able to manage multiple projects at once in a fast-paced, deadline-driven environment.
- The intern will work at least two days per week at the office/studio, located in the Richardson and Robbins Building, 89 Kings Highway, Dover, DE 19901. Additional hours will be in the field or on location, or may be telework.
- Casual/Seasonal Employees are not eligible for state plan benefits.



Condition of Hire:

Applicants must be legally authorized to work in the United States. DNREC does not provide sponsorship for holders of H-1 B Visas.

Applicants must be legally authorized to work in the United States. The State of Delaware Executive Branch participates in the Federal E-Verify system where the State will provide the federal government with each new hires Form I-9 information to confirm that you are authorized to work in the U.S. For more information refer to our job seeker resources.

As a condition of hire you must possess a valid driver's license (not suspended, revoked or canceled, or disqualified from driving).

Selection Process:

The application and supplemental questionnaire are evaluated based upon a rating of your education, training and experience as they relate to the job requirements of the position. It is essential that you provide complete and accurate information on your application and the supplemental questionnaire to include dates of employment, job title and job duties. For education and training, list name of educational provider, training course titles and summary of course content. Narrative information supplied in response to the questions must be supported by the information supplied on the application including your employment, education and training history as it relates to the job requirements.

Once you have submitted your application, all future correspondence related to your application will be sent via email. Please keep your contact information current.

Accommodations:

Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service, call 302-739-5458. TDD users should call the Delaware Relay Service Number 800-232-5460 for assistance.

The State of Delaware is an Equal Opportunity employer and values a diverse workforce. We strongly encourage and seek out a workforce representative of Delaware including race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression.