



Title: Communications Intern

Stipend: \$2,000

Application Closing Date: 04/02/2021

Internship: April 2021 – August 31, 2021

Status: Flexible hours (20-40 hours weekly)

Location: Remote through pandemic with possible bi weekly in-person meetings in South Salt Lake after pandemic

Reports to: Executive Director & Social Media Committee

Bike Utah envisions a Utah where complete networks of bike lanes, paths, and trails contribute to livable, healthy communities, allowing everyone to ride regardless of age, ability, race or income.

We collaborate with all levels of government, organizations, agencies, businesses, and the general public to develop active transportation plans, educate thousands of children and adults, increase safety through legislation, and improve quality of life for residents and visitors with more bike lanes, paths, and trails. We have ongoing partnerships with the Governor's Office of Outdoor Recreation, Utah Department of Transportation, Utah Transit Authority, Utah Department of Health, Get Healthy Utah, Move Utah, Wasatch Front Regional Council, Mountainland Association of Governments, and the Utah Office of Tourism.

Through our internship program, we are looking for talented people passionate about creating a bicycle friendly Utah. This will be a fantastic opportunity to work in your community and learn what it's like to work at a nonprofit that has strong public/private partnerships as well as execute multiple initiatives and events. For more information about Bike Utah, please visit our website at [bikeutah.org](http://bikeutah.org)

The communications intern will work to grow and expand the network of Bike Utah. The position will offer a great opportunity to gain experience in event planning, social media, campaign planning and execution, and marketing. The intern will be given the opportunity to select various projects that are in-line with career goals and portfolio building.



## JOB DUTIES

- Work with the social media committee on social media plan and marketing around Bike Utah's projects
- Support in Bike Utah event marketing, specifically Bike Month, 2022 Utah Bike Summit, Bike Utah Spoke Series events and Bike Utah's Business Partner Program
- Develop stories and concepts for Bike Utah Blog posts and social media
- Manage weekly Bike Utah Social Media Calendar between the different platforms - Instagram, Twitter, Facebook, & TikTok
- Assist with mailings, filing, and special projects as needed

## SKILLS REQUIRED

- Strong writing and editing skills
- Detail oriented and ability to prioritize
- Proven ability to multitask, work independently and remotely
- Strong interpersonal skills
- Strong marketing, communications, and public relations experience
- Event promoting experience preferred
- Graphic design and photography skills are a plus

To apply, please email cover letter, writing sample, and resume to [crys@bikeutah.org](mailto:crys@bikeutah.org)