



**MARKETING COMMUNICATIONS INTERN  
OPEN TO UNIVERSITY LEVEL STUDENTS ONLY**

**PAY RATE: UP TO \$20.00 PER HR**

**Apply Immediately**

**Recruitment may be closed at any time without further notice**

**THE INTERNSHIP:** Omnitrans is seeking an intern to assist with the development and implementation of Marketing Communications and outreach materials. One or more specific projects will be undertaken depending upon the candidate's interests and skill set. Additionally the Intern will serve in a support role for ongoing Marketing and Community Outreach activities. The duties may include assisting the Marketing Director and Marketing Manager in the development of a specific marketing and communications materials, but not limited to, the following (the omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification):

- Work with Staff and Community Partners to implement sbX Art Invitational project for San Bernardino City School district to promote public art and support educational efforts;
- Conceive, create and promote customer education video series;
- Work with Manager on establishment, promotion, and outreach of new Omnitrans Corporate Pass Program for region.
- Serve as part of two-person team to revamp agency rideshare program;
- Work with Marketing team to plan and produce marketing communication materials; provide input on marketing communications strategies; participate in weekly marketing section planning sessions;
- Confer with relevant stakeholders in development of materials;
- Assist in procuring goods and services as required to produce materials;
- Assist at community outreach events;
- Write articles for agency newsletters or blog
- Take and edit photos and videos for use in newsletters or social media.

**QUALIFICATIONS:**

The successful Intern will be a full-time or part-time student at a college or university, interested in pursuing a career in transportation and/or marketing. Candidates must be in good academic standing (minimum 3.0 overall GPA). Knowledge of marketing communications principles, practices, techniques and technology along with demonstrated ability to apply such knowledge. Interns should have working knowledge of Adobe Suite software (desirable) and experience with MS Office software required. The Physical requirements include the employee to regularly be required to talk or hear; frequently required to sit; occasionally required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms; occasionally lift and/or move up to 25 pounds; and specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

**THE SELECTION PROCESS:** Applications will be screened for relevant qualifying information that consists of an evaluation of education as described on the fully completed application. The selection process will include an oral interview, as well as completion of both pre-employment physical exam, including a drug test and a criminal background investigation. **As part of the application process, applicants must submit a fully completed application, resume, and verification of school enrollment.** For further information about this exciting internship opportunity, please visit our website at: <http://www.omnitrans.org/about/jobs.asp>. Applications can be obtained at Omnitrans, 1700 W. 5<sup>th</sup> St., San Bernardino, CA 92411 or call 909/379-7260.

***EEO/AA including Protected Veterans and Individuals with Disabilities.***