

Communications Department Internship

Job Description

The Urban Redevelopment Authority of Pittsburgh (URA) is the City of Pittsburgh's economic development agency, committed to creating jobs, expanding the City's tax base and improving the vitality of businesses and neighborhoods. The URA achieves this mission by assembling, preparing and conveying sites for major mixed-use developments; and by providing a portfolio of programs that include financing for business location, relocation and expansion, housing construction and rehabilitation, and home purchases and improvements. Additional information can be found at www.ura.org.

This is a paid internship; University graduate students/Alumni preferred

The Intern will support various functions of the URA Communications Department. Sample duties include:

- Assist Chief Communications Officer in implementing the URA's overall marketing strategy
- Assist Chief Communications Officer in writing, editing and compiling information for the URA newsletter
- Help prepare, review, edit and proof releases, publications, and scripts as needed. (URA/Mayor's Office)
- Assist in creating brochures/fact sheets for various departments and projects
- Assist with press events (URA/Mayor's Office)
- Perform duties as needed related to the redesign of the URA's website
- Help coordinate URA signage, collaborating with development officers and directors to get finished template to the printer
- Create, monitor and update content for URA's online marketing products, including all social media platforms
- Perform other related tasks and duties that are assigned or required

Qualifications:

- Excellent writing and communication skills
- Computer proficiency in Microsoft WORD, EXCEL, and PUBLISHER; Adobe Illustrator knowledge preferred
- Proficient in Social Media
- Experience preferred in design and creation of marketing materials
- Excellent organizational skills

The Intern will report directly to the URA's Chief Communications Officer, and will interact with various staff and departments within the URA and City of Pittsburgh.

Please send resume, cover letter and writing samples to:

Gigi Saladna
Chief Communications Officer
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www.ura.org