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<b>Position Title</b>	<b>Intern – Marketing and Communications</b>
<b>Department(s)</b>	Marketing/Communications
<b>Reports to</b>	Director, Marketing/Communications
<b>Pay Range</b>	\$11 - \$14 per hour

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### **Job Summary**

Under general supervision, develops marketing materials, brochures, catalogs and other material to promote and enhance awareness of agency products, services and initiatives. Researches social media opportunities and recommend implementation strategies. Assists with the development of marketing strategies and plans for the Cruise Card. Coordinates the design, edits and facilitates the printing of official publications including brochures and Annual Report. Represents agency at public events and outreach opportunities. Assists with internal communications and publications for SRTA. Uses independent judgment and initiatives to perform administrative and advanced clerical duties in support of the unit.

### **Job Responsibilities & Performance Standards:**

1. Bi-Weekly distribution of transportation industry news clips and key points.
2. Monitor and keep record of website(s) changes and updates
3. Responsible for gathering information for, writing and developing employee newsletter.
4. Gathers data, statistics and department updates in preparation for Annual Report and other marketing initiatives.
5. Represents SRTA at agency education and outreach events (may require some weekends.)
6. Responds to customer and constituent inquires as directed by Director of Marketing/Communications.
7. Monitors and maintains content for external webpage.
8. Responsible for maintaining and recommending existing and new promotional inventory.
9. Researching for various marketing and communications projects.

## **Requirements**

The intern should be a rising college junior or senior majoring in the mass communications or marketing fields including communications, public relations, marketing, journalism or English. The Intern must be able to work part time (10-20 hours per week).

## **Company Information**

Visit our website at [www.georgiatolls.com](http://www.georgiatolls.com) for more information. SRTA is an Equal Opportunity Employer and does not discriminate on the basis of color, race, national origin, age, sex, religion, or disability.

## **To Apply For This Internship**

Interested applicants should submit a resume via email to [recruiter@spa.ga.gov](mailto:recruiter@spa.ga.gov). **All applicants MUST include the title “Intern (Marketing/Communications)” in the subject line of the email message.**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Due to the volume of applications received by this office, we are unable to provide information on application status by phone or e-mail.

Applicants who are selected for an interview will be contacted to arrange an appointment.

Applicants who are not selected for an interview will not receive notification.

The State Road and Tollway Authority reserves the right to close this process at any time during the announcement period once a sufficient, qualified applicant pool has been identified.