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**Position Title: Communications Intern**

The Rhode Island Commerce Corporation is seeking candidates for an internship opportunity to work with the staff in the Executive Office of Commerce (EOC) for the Fall term of 2019 (with possible opportunity for continuation after the semester).

**Office Mission Statement**

- The Executive Office of Commerce is authorized and established as the State's lead agency for economic development throughout Rhode Island for the following purposes:
  - To promote and encourage the preservation, expansion, and sound development of new and existing industry, business, commerce, agriculture, tourism, and recreational facilities in the State.
  - To create opportunities for economic stability and employment through a business climate that fosters opportunity for all Rhode Islanders.

**Responsibilities**

- The internship will involve assisting the Executive Office of Commerce staff in day-to-day operations and projects including, but not limited to, communications, research, event planning, social media planning, and document preparation.

**Area of Internship Concentration**

- Communications, event planning and management, marketing, and social media.

**Skills and Requirements**

- Currently enrolled college student or recent graduate
- Strong written and communication skills
- Resourcefulness and ability to work independently
- Must be able to commit a minimum of 10 hours per week
- Applicants may be asked to provide 1-2 references

To apply, please submit a cover letter along with a professional resume via email to:

Silvana Mercado  
Executive Office of Commerce  
317 Iron Horse Way – Suite 203  
Providence, RI 02908  
[silvana.mercado@commerce.ri.gov](mailto:silvana.mercado@commerce.ri.gov)

**Rhode Island Commerce is an Equal Opportunity/Affirmative Action Employer that values diversity**