



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 **Spring term of 2020** (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

The RI Commerce Corporation is an Equal Opportunity Employer