

Communications/Media Manager Summer Intern

Full-Time Internship | May, 2025 – September, 2025

\$15-\$18/hour | Hybrid (In-Person & Remote)

Cheyenne or Laramie Wyoming



About the Role

The **Communications/Media Manager Intern** is a dynamic, creative, and strategic thinker who will play a vital role in crafting and executing communication for the Wyoming Business Alliance. This full-time internship is ideal for a motivated individual with a passion for storytelling, media engagement, and brand-building. Working in a collaborative and fast-paced environment, the intern will develop compelling content, gain experience elevating the WBA's presence across multiple communication platforms, and help with event planning and execution.

Primary Responsibilities

- Execute strategic communication plan provided by the WBA utilizing social and online media, print, direct email, and multimedia platforms.
- Develop and distribute membership newsletters, event notices, and press releases to engage and inform key audiences.
- Design visually appealing invitations, flyers, brochures, and social media graphics that align with branding and outreach goals.
- Write and distribute press releases while managing media outreach efforts to expand visibility.
- Manage and curate content across social media platforms, ensuring timely updates and engagement with the community.
- Assist in the design and execution of marketing materials and highlighting WBA members.
- Support planning for both large-scale and small-scale hosted events.
- Learn about Wyoming politics and policymaking.
- Capture and organize photography from meetings and events for documentation and promotional purposes.

Qualifications & Skills

- **Exceptional Communication** – Strong verbal and written communication skills, including collaborating with a team.

- **Attention to Detail** – Excellent organizational skills, time management, and the ability to independently meet deadlines.
- **Creative Problem-Solving** – Strategic thinking skills, with an ability to adhere to directives and adapt.
- **Collaboration & Integrity** – Enjoys working in a team-oriented environment with kindness, loyalty, and respect for colleagues.
- **Self-Starter Mindset** – Dependable and proactive individual who sets high standards and is ready to learn new skills.
- **Technical Proficiency** – Highly skilled in Microsoft Office Suite and related software that supports communications and marketing.
- **Flexibility & Travel** – Ability to maintain a Wyoming driver’s license and travel to conferences and meetings as needed.

Education & Experience

- Experience in customer service and working with a team.
- Proficiency in **Adobe InDesign**, and Microsoft **Excel, Word, and PowerPoint**.

How to Apply

Interested candidates should submit a **cover letter and resume** to **Shalom Brickey – sbrickey@wyoba.com** by March 31st, 2025. Preference will be given to those who submit their resume by March 31st.