



**AR  
TX | REDI**  
Regional Economic Development Inc.

**Job Title:** Economic Development Intern

**Pay:** Paid Internship

**Internship Summary:**

AR-TX Regional Economic Development Inc. seeks a motivated, self-starting student to intern at Texarkana College and REDI's offices located at 2900 St. Michael Drive, 5<sup>th</sup> Floor, Texarkana, TX. Build your resume while promoting economic development in the Texarkana region. You will have the opportunity to gain a working knowledge of how an economic development agency builds a local economy as you intimately get to know the local industries that make up the region. Each intern will achieve valuable job experience as well as produce actual collateral materials for you to add to your resume.

**Qualifications:**

Students enrolled in an associates/bachelor's degree program are welcome to apply. REDI is looking for someone with a desire to organize & manage communication and marketing projects, the ability to see projects through to completion, excellent organizational skills, and a strong work ethic.

Experience with various social media platforms, writing, and the ability to work independently with minimal supervision are a requirement. Experience with one or any of the following is also a plus, but not required: Microsoft Office, Photoshop, Illustrator and WordPress.

**Hours:**

Part-Time; Flexible shifts available Monday-Friday, 8 AM-5 PM

**Typical Duties & Responsibilities May Include:**

- Assist with the production of in-house collateral material such as brochures, maps, flyers, etc.
- Market the Texarkana Region online through Social Media outlets such as Facebook, Twitter, Instagram and LinkedIn.
- Prepare actual marketing briefs and collateral material for business parks with help from our current advertising agency

- Capture photos and help organize content for marketing material specific to region's industrial parks.
- Cover local interests stories, to make REDI's website, [www.ar-txredi.com](http://www.ar-txredi.com), the authority on the best business news from Texarkana.
- Maintain Arkansas Economic Development Commission sites and buildings database for Texarkana region
- Develop press releases for the media
- Assist with writing the REDI quarterly report
- Maintain and help promote REDI's website
- Create video stories to promote and market the community
- Assist with the planning, preparation, and participation of events
- Attend high-profile economic development conference to learn and assist with on-site events