

## Job Opportunity – Marketing and Communications Intern

**Role:** Marketing and Communications Internship reporting to the Head of Marketing for CG/LA Infrastructure, Inc.

**Term:** August – December 2019

### Company Background

Founded in 1987, CG/LA Infrastructure is a purpose-driven organization that creates long-term value in the world's infrastructure markets. The ultimate objective is to accelerate infrastructure development in an efficient and effective manner that benefits all key stakeholders, including the local community and taxpayers, governments, business, project originators/owners, and investors. CG/LA Infrastructure accomplishes its mission through three core activities: its globally recognized Infrastructure Leadership Forum Series and corresponding digital interaction platform GViP; intelligence, rankings & analysis of market demand as exemplified by CG/LA Infrastructure's Strategic 100 Infrastructure Project Reports; and special projects.

### Job Description

- Work will be conducted on-site at the CG/LA headquarters in Washington, DC – a few blocks away from the Washington Monument/ National Mall
- Reports to the Head of Marketing

### *Responsibilities*

- Create content to use on Twitter, LinkedIn, and Facebook
- Work with team members to gather content and create weekly email blasts, merges and news updates with Stampready and Pardot
- Interpret data from weekly email, social media, and website activity in order to deliver a concise report to the team
- Propose content updates to refresh website pages on bi-weekly basis or as needed
- Take over ad hoc website updates and continue to learn Wordpress
- Assist Head of Marketing in developing and editing institutional and event documentation for distribution internally and externally
- Stay current on infrastructure industry trends and issues
- Meet with the Head of Marketing on a weekly basis to discuss career growth, goal setting, and more

### *What you will receive:*

- Hands-on experience interacting with senior staff with an industry leading organization
- Insight into the infrastructure sector and learn from visionaries in the field
- Introductions to industry experts and thought leaders by attending Infrastructure Leadership Forums
- Opportunity to attend industry lectures and seminars in the DC area
- And an awesome letter of recommendation if you are up to the task

### Qualifications and Skills

- Current undergraduate or recent graduate with a bachelor's degree in marketing, communications, or a business-related discipline is required
- Ability to multi-task, contribute to creative concepts and complete assignments on time
- Knowledgeable in at least one of the following areas: infrastructure project development, public policy, international/ government affairs, economic development indicators for the infrastructure industry
- Past experience with/interest in learning the following applications: Google Analytics, Google AdWords, Wordpress, Hootsuite, Twitter, LinkedIn, Facebook

*Please apply by sending an introductory email and a copy of your resume to [HR@cg-la.com](mailto:HR@cg-la.com).*