Position Overview

Correlate, a leading civic technology startup company based in New York, NY, is looking for talented, enthusiastic individuals to intern in our office for fall 2015. Correlate is the data analytics division of IB5k, a civically driven digital agency, advertising and video production firm with offices around the United States. This internship would support both Correlate and IB5k's marketing and public relations goals.

IB5k is a dynamic, rapidly growing agency dedicated to building excellent and meaningful applications. As a team of software, analytics, design, and media experts with over 60 years of combined experience in the field, we seek clarity and simplicity in order to deliver elegant solutions to complex problems. IB5k team members come from diverse industries. This interdisciplinary approach allows for unique collaboration on multifaceted projects.

We are passionate about synthesizing and visualizing information so that it becomes beautiful, intelligible and useful. Our team includes a dedicated data scientist, full stack developers, project managers and battle tested U/X designers. We like solving tough problems and we're good at it.

IB5k seeks a candidate who is a self-starter and who works well in a small, tight-knit environment while maintaining a high level of professionalism and organizational competence. We are interested in someone who will be invested in the company and its direction, working with the team to accomplish shared goals. The right candidate will be motivated by challenges and committed to good work simply for the sake of good work.

Marketing and Public Relations Intern

This is a part-time paid internship commensurate with experience.
This internship cannot be used for college credit.

Our internship program is designed to complement academic studies with participation in different projects and professional responsibilities.

Primary Responsibilities

- Monitoring and tracking media coverage through regular reporting and analysis;
- Developing and maintaining social media calendars and content (Twitter, Facebook, blog), including research surrounding data science, data visualizations, data analytics, and civically-oriented topics;
- Developing a communications campaign strategy including written and design components using our proprietary data analytics software, Correlate.io.

Qualifications

- Available to work a part-time schedule during business hours of 9:00am to 12:00pm, Monday through Friday, but open to alternative schedules for the right candidate;
- Ability to meet deadlines;
- Ability to handle multiple tasks;
- Have excellent writing and editing skills;
- Demonstrate strong attention to detail;
- Be proactive and a self-starter;
- Demonstrate curiosity and strong desire to learn;
- Proficiency in Word, Excel and Power Point programs;
- Proficiency in social media platforms;
- Preferably BA or BS in public relations, communications, journalism or a related field, with prior experience or a strong demonstrated interest in the civic engagement or government relations industries, but open to other academic backgrounds for the right candidate.

Application

To apply please submit the following documents to jobs@ib5k.com:

- Cover letter describing why you want to work with Correlate and why you think Correlate should select you as an intern;
- Resume.