



Vacancy: Digital Media Assistant Intern

Position: **Digital Media Assistant**

Position Classification: Part time, Non-Exempt (Hourly)
Position Status: Temporary - 150 hours total
Salary: \$16/hour
Based: Hybrid - Custer, WI
Deadline to Apply: Applications accepted on a rolling basis
Start Date: May 2024 (flexible)
End Date: August 2024 (flexible)

To Apply

To apply, please send:

- Cover letter detailing your qualifications (PDF)
- Resume including education and experience (PDF)
- Contact information for at least two references
- Link to online portfolio and/or example(s) of a digital media project(s)

All correspondence must be electronic and sent to Brittany Waite at apply@midwestrenew.org.

Job Description

The Digital Media Assistant will work with members of MREA's Training and Engagement Teams to help grow our digital presence and outreach efforts for the promotion of [MREA's Training programs](#). This person will aid in the development of digital content for use with web content, social media, and internal instructor education.

Training will be provided for the following responsibilities for this position which include but are not limited to:

- Collaborate with team members to brainstorm creative ideas for digital content and campaigns.
- Assist in development of multimedia materials including graphics, infographics, and videos.
- Assist with video content days, filming, script copyediting, site prep
- Conduct research on industry trends, best practices, and competitor activities to inform our digital strategy.
- Postproduction: Edit/cut video and photo content for public and internal use.
- Perform basic website updates as needed

Requirements

Interns must meet eligibility requirements for the [Pointers Connect Internship \(PCI\) program](#) to be hired and receive pay. Students must meet all the following requirements to participate:

- Have junior or senior status (60+ credits earned)
- Have a minimum 2.0 cumulative GPA
- Are either a 1st generation college student, Pell eligible student, or non-traditional students
- Working the Industry Demo Day on June 21, 2024

- While working at our annual event is requested, we understand that circumstances may prevent attendance. We encourage all interested candidates to still apply.

Qualifications/Preferences

A successful candidate will be:

- Enrolled or pursuing one of the following degree programs: Art, Arts Management, Graphic Design, Marketing, Media Studies
- Experienced with one or all of the following:
 - Video production and/or editing
 - Digital marketing
 - Social media management
 - Content creation
- Experienced using Canva, Premiere Pro, and/or WordPress (or have an aptitude to learn)
- Passionate about MREA's mission
- Results oriented and self-directed.
- A professional and respectful communicator.
- Organized and focused with proven ability to prioritize and complete activities.
- Eager to learn with the ability to adapt

Benefits:

- Flexible scheduling
- Remote work available
- Free access to all MREA courses during duration of internship including the core courses required to earn a [NABCEP PV Associate](#) (est. value of \$875 to \$1,020)
- Casual dress code
- Opportunity to learn about non-profit structure
- Opportunity to build portfolio with professional examples/experience.

About MREA's Training Program

Since 1990, the Midwest Renewable Energy Association (MREA) has been offering industry-leading professional training for solar photovoltaics (PV). MREA courses are accredited by the [Interstate Renewable Energy Council \(IREC\)](#), and meet the educational requirements for credentialing by the [North American Board of Certified Energy Practitioners \(NABCEP\)](#).

Whether someone wants to start a career in the renewable energy field, maintain a credential, or install solar on their home, MREA has a variety of courses to advance those skills. We offer online and in-person learning options to fit busy schedules and people of all skill levels.

About MREA

Mission: [The MREA](#) promotes renewable energy, energy efficiency, and sustainable living through education and demonstration.

MREA is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates the law. MREA is committed to building a diverse

staff and strongly encourages applications from qualified people regardless of their age, ancestry, color, creed, disability, marital status, military status, mental or physical disability, source of income, national origin, race, religion, sexual orientation, gender, gender identity, or any other class protected by law. MREA does not discriminate based on these characteristics in any personnel action.