



Cass Technical High School Internship Opportunity

Company: Olympia Development
Department: Corporate Communications
Number of Positions: 2
Location: Detroit, MI

Start Date: June 25, 2018
End Date: August 24, 2018
Hours Required: 20-30/week

Responsibilities include, but are not limited to the following:

- Assist with the daily media/social monitoring and reporting
- Produce writing elements (i.e. news releases, fact sheets, stories, etc.)
- Assist in publishing website materials
- Organizing brand assets
- Assist in the coordination and execution of multimedia productions
- Attend Neighborhood Advisory Committee (NAC) meetings
- Shadow department members to assist them on various projects and deliverables and to understand the full range of marketing, communication and public affairs opportunities.

Eligibility/Requirements:

- Enrolled full-time at Cass Technical High School
- Entering Junior or Senior Year
- Must be at least 16 years of age
- Earned a minimum cumulative grade point average (GPA) of 3.0
- Eligible to work in the United States
- Available to work a minimum of 20 hours; maximum of 40 hour within a work week
- Must be working toward a diploma in business or communications
- Excellent verbal and written communication skills
- Attention to detail
- Must be familiar with Microsoft Office suite (Word, Excel)

How to Apply:

All interested students will be required to submit an email to ctinternship@ilitchholdings.com with the following information attached:

- Completed Application
- Resume
- Essay (1,500 words or less) answering: What are your career interests or goals and how do you think the Ilitch Companies Internship Program fits into your future plans?
- You can apply for up to (3) positons
- Indicate priority/level of interest of each position applied
- Please only submit one email with all of the required information