SUMMER 2014 INTERN: Project Coordinator Intern

HIRING MANAGER: Mike Ferrier

LOCATION: McLean, VA

HOURS PER WEEK: 37.5

In search of talented college or grad students looking for an experience enriching paid summer internship. Come join Gannett, a top global digital media and Fortune 500 company, for our 2014 Gannett Digital Summer Intern Program. As part of the Gannett Digital team, you will develop, integrate and apply digital technologies in support of our strategic initiatives. This 8-week (minimum) program offers mentoring from those at the top of their game, networking and real world experience in a fun, start-up like environment. As part of our team, you will work on meaningful and impactful projects as well as connect with other interns and engage in professional development activities supplemental to the job. Come join us!

PURPOSE:

The project coordinator intern will work closely with the Gannett Digital PMO to drive projects to their successful launch. The position will assist project managers run daily stand-ups, reporting of project health and status, capture product requirements and end-user feedback, and coordinate QA testing. This position requires a highly motivated individual who loves to work in a fast-paced digital media environment and has aspirations to become a project management professional.

KEY RESPONSIBILITIES: Intern duties include:

- Attend project daily stand-ups to assist project manager capture development impediments, change management, or action items.

- Organize QA testing and assist project/product management document test cases. Review testing results and track bug fixes.

- Schedule project team meetings, capture meeting notes and document action items/next steps.

- Assist project manager with the creation of project plans, update JIRA issues, and work with product owners to maintain or groom their product requirements backlog.

- Assist with product launches/updates as needed

EDUCATION, EXPERIENCE, SKILLS, KNOWLEDGE & ABILITIES:

- Computer Science, Business / Communications / Journalism, Media Arts and Design (or similar) majors with a GPA of at least 3.0

- The intern must be well organized, detail-oriented, adaptable and flexible
GANNETT DIGITAL SUMMER INTERN 2014 JOB DESCRIPTION TEMPLATE

- Must possess strong Office, PC and Mac skills
- Excellent organizational skills, analytical and communication skills
- Interest in emerging digital technologies
- Knowledge of Agile Scrum or Kanban methodologies is a plus.