



MARKETING & COMMUNICATIONS INTERNSHIP

INTERN DESCRIPTION

Reports directly to the Director of Marketing & Communications in planning, developing and executing member communication. Anticipated projects to include:

- Developing targeted e-newsletters, blog posts and social media content
- Creating web site copy, PowerPoint presentations, sponsorship reports, flyers, brochures and other marketing collateral as needed
- Assisting with media relations and promotions for community events and programs

Intern will assist in other Chamber work as needed and attend committee meetings as schedule allows. Interns are encouraged to attend events and programs, unless there is a class conflict.

REQUIRED SKILLS

A college junior or senior pursuing a degree in Communications, Marketing, Advertising/Public Relations or related field. Previous internship or volunteer experience in public relations or marketing is preferred. Other skills that would be beneficial to this position include: excellent written and oral communication skills, strong organizational and research abilities, a keen attention to detail and accuracy. Computer skills: Microsoft Office and social media platforms (Facebook, Twitter, LinkedIn, Instagram). Familiarity with Canva, WordPress and/or Constant Contact is a plus.

DEVELOPED SKILLS

Ability to track and organize multiple projects with concurrent deadlines. Problem solving skills. Creative and critical thinking skills. Networking skills and relationship building techniques.

APPLICATION PROCEDURE

Interested students should send their resume with contact information. They will later be contacted to set up an interview at the Chamber.

CONTACT

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