

Marketing Intern Downtown Downers Grove Management Corp.

Description:

Downtown Downers Grove interns are an integral part of our busy marketing/communications team working on several projects and events simultaneously. Interns will be gaining both industry knowledge and real-world experience in a professional, laid back but fast paced environment. Our intern will focus on both long and short term projects that utilize multiple skill sets. Your unique internship experience with Downtown Downers Grove will be a reflection of the skills you are looking to develop. You will work side-by-side with the Executive Director and Marketing Director throughout your internship to discuss your goals and expectations, providing you the opportunity to tailor your time with us to help you meet these goals: *Build your resume and secure powerful references *Gain hands-on experience with new social media technology, ideas, trends and tools. *Excellent introductory position in the field of emerging media *Flexible schedule, with a minimum of 15-20 hours per week & 3 month commitment.

Responsibilities

1. Be main point person for the Friday Night Car Show
2. Research how to improve the Friday Night Car Show
3. Update website directory listings and event calendar listings
4. Coordinate Sidewalk Sale participation
5. Provide status updates on projects
6. Be responsible for the info@downtowndg.org email address
7. Responding to customers inquiries
8. Be Responsible for creating content and monitoring the Car Show Facebook Page, Twitter Stream and any other Social Media for the Car Show.
9. Assist in coordination of the Gift Certificate Book
10. Assist in creation of promotional materials
11. Distribute promotional materials
12. Take photos for promotional use
13. Make calls to update database information
14. Other duties as assigned (including: front office duties, gift certificate sales, event assistance)

Qualifications

1. Candidates must have the solid oral and written communication skills necessary to communicate effectively with staff, customers and the downtown community.
2. Good time management skills
3. Proficient in Microsoft Windows, Microsoft Office, including Access and Publisher.
4. Able to work collaboratively as a team and be a self-starter.
5. Knowledge of social media platforms is desired but not required.
6. A love and desire for the Downtown is a plus!

Please send your resume to info@downtowndg.org.