



MARKETING & SPECIAL EVENTS INTERNSHIP (PT)

Upper Merion Township, located in King of Prussia, PA is looking for a part-time highly motivated **College Intern** who will report directly to the **Marketing & Special Events Manager**. The successful intern must be a detail-oriented, self-starter with excellent interpersonal skills. Duties include (but not limited to):

- Assisting with the planning, administration, and promotion of marketing initiatives, sponsorship initiatives, and public special events.
- Creating signage, flyers, brochures, social media promotions, email campaigns, newsletter content, and other similar print and electronic media.
- Assisting with sponsorship campaigns including direct mailing and prospect call and tracking activities. Assisting with corporate membership campaign activities.
- Support promotion of Parks and Recreation programs and event social media platforms including but not limited to *Facebook, Instagram, Twitter, Snapchat, etc.*
- Making iMovie shorts and taking photos in support of Parks and Recreation programs and events.
- Providing administrative support to the Marketing Manager in the areas of Community Center and Parks and Recreation direct marketing, program promotions, and donation activities;
- Developing presentations and reports, organizing and working event registrations activities for Parks and Recreation marketing and special events.
- Supporting event setup, breakdown, and wrap-up activities for special events.

Requirements:

- Must be a current college student majoring in Marketing or Advertising from an accredited college or university.
- Strong skills in social media, Instagram, Facebook, Twitter, Survey Monkey, PowerPoint, Word, Excel and Outlook.
- Experience with graphic design and layout software, PhotoShop, and photography. Experience creating iMovies, other A/V experience a plus.
- Excellent problem solving skills with the ability to manage multiple projects simultaneously.
- Ability to draft written messages in support of ad copy, newsletters, short articles, scripts, etc.
- Excellent verbal and written communication skills.
- Must be able to work a flexible work schedule which may include occasional weekend or evening event support.
- Internship duration will be from January 2018 through May 2018 (standard schedule 12 hours weekly; additional hours for event-related support).
- Must possess a valid driver's license.

How to Apply:

- For immediate consideration, applicants should complete an employment application by visiting <http://www.umtownship.org/index.aspx?nid=909> and submit the **full job application, cover letter and resume** via email to: hr@umtownship.org. Applications will be accepted until internship is filled.

Equal Opportunity Employer