



Job Title: Marketing Intern (Paid)
Hours: Flexible

Preservation Parks of Delaware County is a county-wide park district that is currently experiencing unprecedented growth. This is an excellent opportunity for a student or recent college graduate to gain valuable work experience and to be part of a progressive park district.

Responsibilities:

- Community Events: Assists marketing manager with preparation for, and attendance at, community events (fair, festivals) where the park district has a presence.
- Desktop publishing: Assists marketing manager in the development and coordination of brochures, flyers, posters, special reports, presentations, internal and external communications and other materials required to communicate with the public.
- Displays: Creates and assembles displays for table top and display case, for use at community events and other venues.
- Publicity: Writes weekly media advisories and occasional news releases. Enters program information on third-party website and calendars.
- Web Sites: Assists with updates to the Preservation Parks web site.
- Social Media: Assists with social media (Facebook, Twitter, Instagram)
- Photography and Video: Assists with digital photography and videography at Park District events; edits video footage; creates marketing videos for distribution on YouTube and other media.

Minimum Requirements:

- Creative self-starter who is comfortable with both taking initiative and working collaboratively.
- Applicants must be engaged in (or have recently completed) a course of study related to marketing and communications. Graphic design students, who can demonstrate proficiency in InDesign along with broad-based communications skills, also will be considered.
- Attention to detail; strong command of the English language, including spelling and grammar.
- Basic knowledge of web design, preferably using Word Press; familiarity with HTML
- Working knowledge of Windows-based computers and associated software and graphics applications.
- Experience in InDesign preferred.
- Experience in social media: Facebook, Twitter, Pinterest and Instagram.
- Available to work a minimum of 16 hours a week.
- Must be able to communicate effectively with internal staff, supervisor and the general public.

Eligibility:

- This internship is open to a college student (or recent graduate) who is engaged in a course of study that includes marketing, communications, desktop publishing, or graphic design.

Compensation: The hourly pay is \$10.00 per hour. Intern will have own work space, including a desk top PC.

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