



## **WOODMERE VILLAGE SEEKS PART-TIME MARKETING COMMUNICATIONS INTERN**

6/21/2018

Newly-elected Mayor Benjamin Holbert is looking to expand the Village's efforts and support current communication roles with a part-time marketing communications intern.

You will join an eager team with a big vision for the future of Woodmere. We're hoping to find other individuals with the same energy, optimism and can-do attitudes. Mayor Holbert's administration seeks big-thinkers who aren't afraid to ask "what if" and suggest new ideas.

Part-Time Marketing Communications Intern responsibilities may include:

- Copywriting for marketing tools, eblasts, social media posts
- Content writing for web, newsletters
- Brainstorming creative events, ideas and marketing ideas to promote the Village
- Project coordination
- PR: writing press releases, pitching stories to media, working with local businesses and key partner organizations to identify newsworthy opportunities
- Interviewing businesses and writing editorial-style business features
- Distributing marketing materials
- Event coordination
- Supporting Communications and Economic Development teams on various initiatives

\*Video production and editing, photography, graphic design, social monitoring or SEO skills would be preferred, but not required.

Requirements:

- Strong desire to learn and positive attitude
- Solid understanding of various marketing techniques and strategy
- Excellent verbal and written communication skills
- Excellent knowledge of MS Office and latest software
- Passion for the marketing industry and its best practices
- Creativity and eagerness to bring new, out-of-the-box ideas
- Current enrollment in a related undergraduate or Master's degree (English, Marketing, Advertising, PR, journalism...)

Internship is unpaid and estimated at 5 – 10 hours per week. Intern will work closely with and support Communications Manager. Work can be done remotely, with accessibility to attend various meetings and events.

Email [MFlenner@WoodmereVillage.com](mailto:MFlenner@WoodmereVillage.com) to apply.

*Woodmere Village is government entity with a population of 870. We do not discriminate on the basis of race, color, religion, gender, age, disability, marital status or sexual orientation.*