



Job Title: **Marketing & Events Intern**

Job Location: CVVC Office: 8308 Colorado Blvd, Ste 203 Frederick

Job Type: Temporary / *Internship*

Hours per week: 10-15 hours

Schedule/Hours: M-Th, between the hours of 9am-3pm, occasional early morning or evenings

Benefits: Elective credit through SVVSD, 60 hours = 0.5 credits, up to 2 credits

General Requirements

Minimum Age: 17

Education: 11th grade

Driver's License: Yes

Background Check: Yes

Drug Test: Yes

Job Description

Marketing: Works with the Executive Director to develop effective member and public communications, including press releases, social media posts, blog posts, and flyers.

Events: Works with the Executive Director to plan, manage, and execute special events - from committee meetings to 30-person lunches, to 300-person dinners. Coordinating programs such as the Chamber Ambassadors (volunteer 'street team'), Networking Mixers and Events, Golf Tournament, etc.

Preferred Qualifications

Excellent verbal communication skills, an impeccable attention to detail, ability to think on his or her feet and ability to make logical, well considered decisions quickly and confidently. Event planning experience is desired. Excellent communication skills and a strong understanding of project management is preferred. The intern should have a background in Google Suite and evidence of an organizational background is preferred.

Application Requirements:

Please include a press release writing sample, additional writing samples, or a complete portfolio in your application.

Interested Candidates:

Please complete this [Interest Form](#) and someone from our WBL team will reach out to you regarding next steps.