



Marketing & Business Internship

Spring/Summer/Fall 2010

The Grant County Economic Growth Council is a high profile, non-profit organization working to facilitate investment and reinvestment for job creation and retention across Grant County.

Job Description:

Interns will work primarily in the areas of public relations, marketing, and business. This internship requires an individual who is self-motivated and able to work under minimal direction. You are expected to bring your own ideas and goals for the internship that fall within the Growth Council's vision. These will be reviewed prior to your employment. It is important to note that the Growth Council depends heavily on collaboration and its team environment, thus making communication highly vital to the functionality of the office.

The internship is available during the Fall/Summer/Spring and requires a 12-16 week of 15-20 hours a week commitment. The intern is provided an hourly wage of \$10, however we are unable to provide housing. The Growth Council is an Equal Opportunity Employer.

Requirements:

The internship looks for an individual that shows exceptional leadership, strong creative problem solving, strategic thinking, working knowledge of marketing and business strategies, and inspiring communication skills to help drive the future growth of Grant County while in a dynamic and challenging work environment. Interns who display attention to detail are highly appreciated.

- Currently enrolled in undergraduate program
- Marketing/Communications/Business or related major
- Minimum GPA of 2.7 on 4.0 Scale
- Must be able to receive college credit
- Excellent writing skills
- Must be able to work on PC and MAC platforms
- Mastery of Microsoft Office (specifically Excel & Power Point)
- Working knowledge of Adobe Creative Suite (Photoshop/InDesign)
- Ability to multi-task a must

Responsibilities:

You will report mainly to the Project Manager, however the Executive Director will assign some tasks to you as well during your employment. The primary duties of this position are:

- Conduct research for on-going projects (i.e. H1N1 awareness)
- Create, implement, and analyze surveys for a variety of audiences (event feedback, etc)
- Write press releases, newspaper articles, and blogs to update community on current events (ex: Recent \$1 Million OCRA Grant for Grant County)
- Keep social networking sites up to date (Facebook, Twitter, LinkedIn)
- Assist Project Manager in the planning and execution of Growth Council events (ie. special dinners, luncheons, and meetings)
- Minimal design work to update/create invitations, brochures, presentations, fliers for Growth Council marketing material
- Write special correspondences for the Growth Council at the direction of Executive Director or Project Manager
- Responsible for keeping office contact database up to date
- Basic clerical duties (answering the phone, greeting and directing guests, stuffing and mailing envelopes, filing, etc.)
- Demonstrate a willingness/interest to learn
- Must job shadow one company/position per month
- Exhibit interest in community/county affairs

Top four reasons to consider the internship

1. You'll learn a lot (guaranteed) and get paid to do it.
2. Small office environment = More Responsibility
3. It's competitive to get in so you'll be with some cool folks
4. You get to do work that matters

If you are interested in the GCEGC 2010 Internship, please email resume & cover letter to Angelina Lindahl at alindahl@grantcounty.com.

Deadlines for submissions are:

Spring: **January 31, 2010** Summer: **March 15, 2010** Fall: **August 27, 2010**.