

MARKETING COMMUNICATIONS PAID INTERNSHIP

with the
Flagstaff Chamber of Commerce

Get real world experience as a Marcom Intern for the Development Director of the Flagstaff Chamber.

Desired Skills & Traits

- Basic design skills - Photoshop & In-design
- Excellent communication skills – phone, in person, and in writing. Plus ability to edit copy.
- Web Dev/Design – Basic HTML, Joomla, social networking. Design and PHP skills are a plus!
- Mature, reliable, and desire to take ownership of your work.

Duties May Include

- Design flyers, postcards, web ads, & other marcom materials.
- Assist with research and writing of news stories, web copy, collateral copy, and other marketing communication tools.
- Assist with market research, surveying and prospecting.
- Help improve and maintenance Chamber website. The site will be undergoing a major redevelopment. We are particularly interested in interns with strong web skills!
- Coordinate Ribbon Cutting Ceremonies for new members and help help with registration and various details at key events.
- Market research – online research, surveys and phone calls
- Various administrative duties, including stuffing mailers, gathering email lists, and posting events to local media.

Compensation

- Small hourly compensation. Primary benefit is the opportunity to develop your resume.

APPLY

Please email a **CUSTOM** cover letter, resume and anything else you deem helpful to mfunk@flagstaffchamber.com.