

# Marketing Intern

We're the movers and shakers in the Columbus business world. It's our job to connect Columbus Chamber members with the resources they need to help their businesses grow and thrive. We recognize that our members rely on our messaging and programming to connect and communicate, and we need a savvy go-getter to help us make that happen. Is that person you?

## Job Duties

Support or assist in the development of:

- Communication and marketing strategies for the Chamber's website, social media, and other platforms
- Press releases, blog posts and other original content
- Email marketing initiatives, including the Chamber newsletter
- Digital assets for social media and email campaigns
- Data curation from Chamber events and surveys
- Promotional and on-site assistance for Chamber events
- Digital assets for social media and email campaigns
- Additional duties as assigned

## Desired Skills and Experience

- Experience in website maintenance, blogging, and/or web design; Wordpress experience preferred
- Familiarity with social media marketing and digital content creation best practices
- Working knowledge of Adobe Photoshop and InDesign
- Intermediate knowledge of Microsoft Office programs
- Excellent verbal and written communication skills
- Proficiency in AP Style

## Education

- Preferred candidates are currently enrolled as incoming juniors or seniors in a marketing, communications, journalism or related program at an accredited university.

## Personal Attributes

- Strong attention to detail
- Active learner and forward thinker
- Thrives in a high-energy, fast-paced, collaborative environment
- Is a flexible individual, creative thinker and problem solver
- Comfortable meeting and working with new people
- Must LOVE Columbus!

## Applying

Please submit a cover letter and resume to [courtneywest@columbus.org](mailto:courtneywest@columbus.org).