

Marketing and Programming Intern

Moorhead Economic Development Authority

Description

The Moorhead Economic Development Authority is seeking a Marketing and Programming Intern for the Spring 2017 semester. This internship will last approximately 16 weeks between January and May 2017. This position reports directly to the EDA Executive Director.

The Marketing and Programming Intern will help support EDA marketing efforts and the creation and implementation of new economic development programs in Moorhead. This internship will provide an introductory experience into the field of economic development.

The Marketing and Programming Intern can expect to work 10-12 hours per week. This position is located in Moorhead City Hall, 500 Center Ave, Moorhead, MN 56560.

Responsibilities

Responsibilities may include:

- Research of economic development programs
- Program research and implementation
- Drafting and creation of supporting documentation
- Creating marketing strategies and plans
- Contribute to Social Media efforts
- Content creation and publishing of weekly electronic Newsletter
- Updates to EDA website
- Other duties as assigned

Qualifications

Applicants should be at least half-way through their studies toward a degree in Business, Marketing, Management, Public Relations, or related field.

Compensation

This position is paid \$10 per hour.

Knowledge, Skills and Abilities

Thorough skill in the use of Microsoft Office Suite products; ability to utilize standard office equipment including hardware and software; ability to communicate effectively orally and in writing; ability to analyze and interpret data and maintain statistical records; ability to establish and maintain effective working relationships with contractors, associates, other economic development agencies and the general public.

Physical Requirements

This work requires the frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires walking, speaking or hearing, using

hands to finger, handle or feel, lifting and repetitive motions and occasionally requires standing and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).