

Greater Lafayette Commerce Available Position – Fall 2018

Position Title: Graphic Arts and Communications Intern

Employment Type: Part time

Hours per week: 15 - 20 hours

Apply Now: Send resumes and cover letters to Michelle Brantley, mbrantley@greaterlafayettecommerce.com

Application Deadline: Accepting applications until position is filled.

Company Overview: Greater Lafayette Commerce offers a wide range of economic development services to individuals and corporations attracted to Lafayette and West Lafayette area. Either individuals or corporations who are looking to grow and thrive here can leverage the people, capabilities and unity of purpose inside Greater Lafayette Commerce. Currently, in its ongoing strategic planning for community enhancement, Greater Lafayette Commerce has a vision for a business and quality-of-life landscape that is even bolder, richer, greener, faster, and smarter. Learn more: www.greaterlafayettecommerce.com

Job Overview:

Greater Lafayette Commerce is looking for a student intern to help with on-going Marketing and Communications functions. The individual will assist with social media, newsletter publications, print media, website updates, graphic art production (in-house design and working with outside vendors as well) within the organization under the supervision of the Marketing and Brand Director.

Ideal Candidate:

- Desired majors: Marketing, Graphic Arts
- GPA: 3.0
- Fulltime student at a local (Lafayette – West Lafayette, IN) college or university

Required Skills:

- Outstanding written and verbal communication skills
- Acute attention to detail on all communications
- Highly organized and enthusiastic to take on multiple projects
- Ability to ramp-up and understand new technologies quickly
- Adobe Creative Suite expert
- Microsoft Office expert
- Digital Marketing and social media

Additional Desired Skills:

- Newsletter publication
- Experience speaking with customers, partners and prospects
- Experience in marketing writing and research