

MARKETING AND PROGRAM INTERNSHIP

Description

The Winter Park Chamber of Commerce is seeking a part-time Marketing and Program Intern. The mission of the Winter Park Chamber of Commerce is to convene people and ideas for the benefit of our businesses and community. To support our mission, we host quality events and programs that bring value to the Winter Park community. In this internship, you will have the opportunity to see how these events and programs are developed, planned, and executed from start to finish. This position reports directly to the Director of Leadership Programs and focuses on Leadership Winter Park and the Relaunch programs. Explore <https://winterpark.org/about-leadership> for details on Leadership Winter Park and Relaunch.

Responsibilities

- Assist in planning, marketing, and other logistics of key events and monthly Leadership Winter Park session days and Relaunch sessions
- Developing e-newsletters, event flyers and other creative materials
- Build on program alumni engagement strategies
- Assist with other work for the Chamber as needed

Preferred Qualifications

- Capacity to work independently and be self-motivated, while working in a team-oriented environment
- Ability to track and organize multiple projects with concurrent deadlines
- Creative, critical thinking, and problem-solving skills
- Networking and relationship building techniques
- Excellent written and verbal communication skills
- Strong organizational skills
- Keen attention to details and accuracy

Requirements

College student pursuing a degree in Business, Communication, Marketing, Advertising/Public Relations, Event Management, or related field.

- Knowledge of Microsoft Office
- Schedule is flexible, but ideally intern should be available for a full day of work on Thursdays
- Must be completing internship for college credit (unpaid internship)

Interested students should submit their resume with contact information to Nancy Stephens at nstephens@winterpark.org.



WINTER PARK
CHAMBER OF COMMERCE