

Minot Park District Marketing Intern

Job Description:

The Minot Park District is seeking an individual to assist the Director of Marketing and Development in the implementation of marketing Minot Park District facilities, special events and projects to the public through news articles, special publications, public service announcements, website and social media platforms.

This position will begin in May and finish in August. The responsibilities require an average of 30-40 hours per week. Some nights and weekends required at special events. Degree in Communications, Marketing, Graphic Design or related field preferred. Experience with social media and video production preferred. Candidate will be paid between \$10.00-\$12.00 an hour, depending on experience.

Responsibilities include:

- Writing and sending news releases to various media
- Assist in submitting articles and event information to local publications, tourist/trade magazines and industry publications
- Creating and implementing online marketing and promotions through Instagram, YouTube, Facebook, Twitter, e-newsletters and blog posts
- Special event programming: Assist in planning special events such as the Fourth of July Festival and Live at Oak Park. As well as taking photos/videos at various events, creating and placing posters at various facilities.
- Acting as a representative for the Minot Park District by presenting information to public and media on activities, events and programs
- Working in partnership with Cultural Activities, HR, and Recreation Departments under the direction of the Director of Marketing and Development, to support the needs of the Minot Park District and contribute to creative solutions

Experience and Skills:

Skills/Qualifications: excellent verbal and written communication and organization skills, ability to actively participate as a team member in projects, ability to be flexible and meet deadlines, good writing skills.

The deadline to apply for this position is Friday, March 31, 2017. Please mail resume, cover letter and references to:

Minot Park District
Elly DesLauriers, Director of Marketing & Development
420 3rd Ave SW
PO Box 538
Minot, ND 58702

Digital applications may be emailed to:
elly@minotparks.com