

## PAID MARKETING INTERNSHIP OPPORTUNITY

Are you a self-starter with the desire to make an impact in the community?

We are seeking a creative, motivated marketing and research intern to join our team of experienced economic development professionals. This **PAID** internship is an ideal opportunity to gain valuable, real-world experience at a successful, dynamic organization – the City of Phoenix's Community and Economic Development Department.

### **Main Responsibilities:**

- Create and update unique marketing pieces to highlight Phoenix.
- Assist in developing new content for all aspects of the department's marketing strategy.
- Utilize diverse resources and tools to meet staff and client needs.
- Work closely with department researcher who will provide training as needed.
- Work with Research Intern in data collection.
- Demonstrate excellent seamless customer service, integrity, and commitment to innovation & efficiency, while representing the City in a professional manner.

### **Preferred Knowledge and Experience:**

- Conducting marketing research.
- Use of innovative forms of social media and marketing strategies.
- Ability to create custom marketing materials and graphics.
- Basic to intermediate knowledge of design principles for print/web/other media.
- Numerous college-level courses in marketing, journalism, communications, public relations, business administration, public administration, economics, or other related fields.

### **Requirements:**

- Experience with Office and Adobe products (i.e. InDesign, Photoshop, etc.)
- A positive attitude and willingness to learn
- Creativity, flexibility and ambition to succeed
- Strong written and oral communication skills
- Ability to work as a member of a team

### **Work Schedule and Compensation:**

- Approximately 10 – 20 hours per week (flexibility with work hours Mon-Fri; 8am to 5pm).
- Estimated duration of assignment is late-September 2017 through December 2017 with possible extension through May 2018.
- \$10.00 per hour.

*The City of Phoenix requires a standard security background screening before the internship can begin.*

### **HOW TO APPLY:**

Please email the following items in a single Word or PDF attachment for consideration to [joseph.macewan@phoenix.gov](mailto:joseph.macewan@phoenix.gov) **by 12:00 PM (Noon, Arizona Time), September 25, 2017.**

1. Cover Letter (one page)
2. Resume (one to two pages)
3. Three Professional and/or Academic References (include name, title, employer, phone & email; one page)

**Respondents that meet the acceptable experience and training criteria will be asked to participate in an interview. Interviews are tentatively scheduled for the week of September 25<sup>th</sup>, 2017.**