

Event & Marketing Intern

This part-time paid internship is perfect for someone who seeks to broaden their event management, communications and marketing skills. The successful candidate will learn event planning best practices, marketing, vendor relations and basic project management practices.

Ideally, the applicant would be majoring in one of the following areas: Marketing, Hospitality and Tourism, Communications or Public Relations. We are seeking students for 16-20 hours a week to assist in event coordination, customer service, social media marketing and other duties related to marketing and event management.

Qualifications:

- Experience in a customer service setting
- Must be entering sophomore year of college or higher
- Proficient in Microsoft Word, Excel, PowerPoint, Publisher, Adobe Creative Suite, WordPress and HTML knowledge a plus.
- Intermediate knowledge on social media platforms with ability to post, engage and communicate on all social media outlets

Attributes of the desired applicant:

- Highly organized
- Pay strong attention to details
- Ability to multi-task
- Possess excellent verbal and written communication skills
- Exceptional customer service skills
- Great work ethic, dedication to projects and tasks and a positive attitude

Please apply with cover letter and resume to Heath Maksin at hmaksin@eicpittsburgh.org.