



Released December 13, 2018

Summer Marketing Internship

The CAVB Intern will report directly to the Executive Director. He/ She will work 24-32 hours per week Mid-May thru Mid-August, for at least 12 weeks, no more than 18 weeks. He/ She will be at least a **College Junior, with 300 level courses completed** in marketing, public relations or journalism degree program. Each internship offers different ‘take away’ project(s) for the intern’s portfolio.

The person needs to be flexible, really friendly and a team player. With such a small staff at the Bureau we need to all have the attitude that “no job is too big or too small” for anyone. The principal duties for the intern will include but not be exclusive to the following:

- Press Releases & Media Promotion (e-mail, mailings, web postings)
- Web and App content editing/ review
- Social Media support on Facebook, Twitter, Pinterest, Snap Chat and/or LinkedIn
- Assist with fulfillment operations of the bureau as needed (bulk mailings, etc)
- Answer the phone when other staff are not available
- Additional tasks may include photography, videography, data entry, etc.
- Misc. tasks as they present themselves (based on the skill set of the intern)

The Bureau internship is designed to give the intern a good feel for what it is like to work for a bureau as well as firsthand traditional and digital marketing experience. The bureau pays minimum wage, plus state rate per mile for mileage expenses by attending functions or other off site activities (not including daily transportation to and from work). Office hours of the Bureau are M-F 9am-5pm. Paid holidays for 2019 include May 27, July 4/5, and September 2.

Submittal Requirements: Please submit a cover letter, resume, 3 references, and sample(s) of work (to include writing samples, communication plan, event plan, etc.) in one combined PDF to the contact and e-mail address listed below. Following these submittal requirements is the first part of the criteria review. Please submit as required to:

Joy VanDrie, Executive Director, email: jvandrie@cadillacmichigan.com

Please use “CAVB Intern” in the e-mail subject field

- **Deadline to apply is February 1, 2019**
- *Phone interviews will commence the week of February 11*
- *All applicants will be notified by February 22*

Thank you for your consideration!