



community sailing center
lake champlain : burlington vermont

Marketing and Events Intern Job Description

Overview

The Marketing and Events Intern will work directly with the Development and Communications Manager, with a clear focus on photography, content creation, and event planning. This internship will involve close interaction and collaboration with all staff, and a comfortability with water as a great deal of the photography will be captured on boat. This position requires event attendance and the desire to learn about communications. The intern will also be responsible for helping coordinate retrieving camper lunches from Colchester as a part of our free lunch program. The ideal candidate possesses strong photography skills, exceptional attention to detail, and the ability to multi-task and work in a fun, fast-paced environment. This is a fantastic opportunity for students or young professionals looking to increase their experience in the marketing and communications arena while enjoying the benefits of working on Burlington's waterfront.

Reports to: Development and Communications Manager

Classification: Seasonal part-time, 10 hours per week (June-August)

*additional hours might be involved during event weeks

Pay: \$12.55 per hour

Qualifications

1. Strong photography skills
2. Strong personal initiative to self-manage, prioritize tasks, and complete assigned projects.
3. Strong organizational and computer skills.
4. Proven capacity to learn new skills and aptitude for critical thinking.
5. Required to be available evenings and weekends as needs arise.

Learning Outcomes

1. Hands-on experience with social media management and marketing.
2. The opportunity to assist with all special events and programs, and acquire firsthand knowledge of event-planning.
3. Experience navigating a professional office setting.
4. Experience with professional writing and communications, particularly on the platform Mail Chimp.