



community sailing center
lake champlain : burlington vermont

Marketing & Events Intern Job Description

Overview

The Lake Champlain Community Sailing Center (CSC) is seeking an intern to join our communications team. The Marketing & Events Intern will work to increase our awareness in the community and assist with both internal and external events. Working closely with the Development & Communications Manager, this position will provide hands-on exposure to three major marketing functions: brand strategy, communications and content development, and events management.

Reports to: Development & Communications Manager

Duration: Mid-February thru Late August; with the possibility of extension

Pay: \$17/hour

Hours: 18-25 hours per week. Applicants must be willing to work some evening or weekend events.

Application Closes: February 10, 2025 or when the position is filled.

Start Date: February 17, 2025 or as soon as possible

Qualifications

- Marketing, business, or communication majors preferred but not required. Recent college graduates and current college attendees are encouraged to apply.
- Excellent verbal and written communications skills.
- Familiarity with the following social media platforms: Facebook, Instagram, MailChimp, and Youtube.
- Strong attention to detail and ability to manage priorities and workflow within set timeframes.
- Previous customer service, office, and events experience.
- Experience working with Canva is a must.
- Positive, enthusiastic and flexible attitude.

Preferred but not required.

- Experience with Adobe Creative Suite programs including Photoshop, Illustrator, and InDesign
- Experience with photography and/or video production.

Objectives

- Brand Strategy: Identify relevant insights within our target audiences and create content to market towards new audiences. Assist with digital marketing, advertising, and social media posting within our brand standards.
- Communications and Content Development: Highlight mission and vision through storytelling. Collect content from programs and events including photo, video, and written story. Ensure consistent messaging across platforms.
- Events Management: Aid staff with the planning, execution, and wrap-up of CSC held events. Tasks include but are not limited to designing materials, marketing, researching vendors and executing events

Applicants should send the following to Emily Ridgeway at emily@communitysailingcenter.org

- Resume
- Cover Letter
- References (2)