



Boone County Chamber of Commerce Internship

The Boone County Chamber of Commerce and Convention and Visitors Bureau offers an ongoing internship throughout each year. The internship is designed to provide practical, hands-on experience for a student majoring in marketing, advertising, communications or the hospitality business.

PRIMARY DUTIES

You will support the Manager of Events and Programming with...

- Development of advertising and marketing for chamber events and programs through newspaper, radio, TV, and web related media.
- Assist the manager in event set-up and other supporting roles.
- Prepare minutes and other documents for chamber sub-committee meetings.
- Manage the chamber's social media campaigns including Facebook, Twitter, Pinterest and Instagram.
- Work extensively on the preparations for Pufferbilly Days™, Boone's annual community festival, including event planning, coordination, and logistics

You will support the Manager of Member Services and Convention and Visitors Bureau (CVB) with...

- Marketing and Promotion of Tourism Bureau supported events
- Creative development of ad campaigns promoting tourism in Boone County
- Fulfillment of tourism information requests
- Tourism data compilation
- Prepare CVB meeting minutes and agenda

SKILLS DESIRED

- Computer proficiency with Microsoft Office suite and experience with Adobe Suite products
- Knowledge of CMS, web tools and social media management
- Energy and a can-do attitude
- Ability to lift at least 30 lbs.

HOURS REQUIRED EACH WEEK

This **PAID** internship will require 200 hours of work over a 13-week semester, ideally around 15 hours each week. An agreeable schedule will be established between the intern and the Chamber at the time of hiring, intended start date of January 22, 2019. If interested, send your application and resume to:

Boone County Chamber of Commerce/CVB
903 Story Street
Boone, Iowa 50036
Attn: Alyssa Knudsen, Mgr. Programming & Events

Application deadline: November 30, 2018