



Marketing Coordinator Intern
Part-Time Position
Unpaid Internship
40 hours/month
Hybrid

ORGANIZATION BACKGROUNDS

North Park Main Street Business Improvement District

As a volunteer-based, 501(c)(6) non-profit organization, North Park Main Street (NPMS) advocates for North Park's business community, administers the North Park Business Improvement District (BID), and champions development that preserves the community's historic integrity, supports its Arts, Culture & Entertainment District, and promotes an urban, pedestrian-friendly shopping / dining environment..

Mission

To promote development that supports arts, culture, and entertainment, while preserving the historical integrity of North Park. To create a pedestrian-friendly destination for shopping, dining, and entertainment that supports our local businesses.

INTERN ACTIVITIES AND RESPONSIBILITIES

Under the general direction of the North Park Farmer's Market Manager, the intern will help execute promotional strategies as they relate to the Farmer's Market. The intern will be expected to work about 10 hours a week & will be required to be present at the Thursday Market for 1 to 2 hours (Market hours are 3pm to 7:30pm every Thursday). All other hours can be done remotely.

Social Media & Marketing

- Manage the Farmer's Market, marketing plan
- Create content for social media, websites, and newsletters
- Plan out monthly content on social media and website and/or newsletter
- Assist with graphic design and printing of promotional materials - posters, fliers, t-shirts, etc.
- Assist in Event marketing for the Market (promotional giveaways, cooking demos, etc..)
- Support administrative tasks as assigned by Market Manager

DESIRED SKILLS

- Knowledge of Canva, Outlook, Hootsuite, Mailchimp, & Asana
- Ability to take vague ideas and create actual plans
- Ability to follow through on ideas
- Ability to effectively communicate with a wide array of people
- Ability to learn & mimic brand voices & visuals

PROGRAM ELIGIBILITY REQUIREMENTS

To be eligible to participate as an Intern the candidate must meet all eligibility requirements to serve as a participant in the intern program including but not limited to:

- Possess a high school degree plus a minimum of two years college experience
- Be at least 17 years of age (note there is no upper age limit)
- Have proof of status as a US citizen or possess permanent resident status and be able to provide documentation as determined by CNCS

HOW TO APPLY:

Please submit your “Resume” expressing your interest and why you would like to be considered for the position to **manager@northparkmainstreet.com**

We are committed to diversity and inclusion in the selection process.