

140 E. 5th Street
814-455-3743
Erie, PA 16507
www.eriedowntown.com



Job Description:

Events & Marketing Support Internship with Erie Downtown Partnership

Erie Downtown Partnership is seeking a part time (20 hours per week) intern with skills in one or more of the following areas: social media content creation and management, email marketing, copywriting, website management, and graphic design. Events planning and management experience is also preferred.

Intern will be responsible for:

- Supporting day-to-day communications and marketing
- Reporting to the Events and Marketing Manager
- Crafting email marketing
- Crafting and scheduling social media posts
- Attending events to provide social media coverage and operational support
- Updating the website calendar
- Crafting advertisements for digital and print distribution

The internship is an in-person position at the Erie Downtown Partnership office at 140 E 5th Street in Downtown Erie. The position will run for three months from June 6, 2022, to August 26, 2022. Compensation is \$14 per hour.

Preferred technical skills in: Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Adobe Creative Cloud Suite (Illustrator, Photoshop, InDesign, Lightroom, PremierePro), Mailchimp, Silverstripe CMS Website Management, Eventbrite, Facebook Business Suite, and Instagram.

About EDP:

Since 2004 the Erie Downtown Partnership has been facilitating placemaking experiences to create community building, economic vitality, and foster inclusive opportunities for downtown employees, residents, and visitors to access these experiences. The Erie Downtown Partnership is a 501(c) 3 nonprofit with a mission of creating a safe, fun, and welcoming downtown for all.

Interested applicants should submit a resume and relevant examples of professional work to **david.tamulonis@eriedowntown.com**.