



## **MARKETING / EVENTS INTERNSHIP**

Fall 2018

The Mason City Chamber of Commerce is seeking a part-time social media/events intern for the fall semester (possibility of extending into spring semester). Employment could begin as early as mid-September 2018. We offer a flexible schedule for great experience with opportunities to meet contacts in the North Iowa business community for students majoring in public relations, business, journalism, and communications. Interns will work approximately 12-15 hours/week.

Responsibilities will include but are not limited to:

- Monitor websites at least three times per week and update as needed/requested ([www.masoncityia.com](http://www.masoncityia.com), [www.nibandfest.com](http://www.nibandfest.com))
- Complete weekly Chamber News (email newsletter) and update mailing lists
- Create and update PowerPoint presentation for lobby
- Update/submit posts to Facebook accounts (Mason City Chamber of Commerce, North Iowa Band Festival, River City Sculptures on Parade, Inc, North Iowa Builders Exchange)
- Update Twitter accounts daily
- Share member information and events through the Chamber's social media outlets
- Track insights and link clicks to develop a report of the effects of social networking
- Work with the Program Director to assist in planning Chamber events such as the Ag Tour, Annual Meeting, Operation Thank You, Business After Hours, etc.
- Answer telephone and greet guests; assist members with questions
- Complete other duties/projects as assigned

Preferred Experience:

- Working knowledge of Facebook, Twitter, and LinkedIn
- Bonus – basic concept of graphic design/layout

Applicants should send resumes with cover letters and references to:

Allyson Krull, Marketing & Leadership Development Director  
Mason City Chamber of Commerce  
9 North Federal Avenue  
Mason City, IA 50401  
[akrull@masoncityia.com](mailto:akrull@masoncityia.com)