



## MARKETING / EVENTS INTERNSHIP Spring/Summer 2021

The Mason City Area Chamber of Commerce is seeking a part-time marketing/events intern for the summer of 2021; employment could begin as early as late April 2021. We offer a flexible schedule for great experience with opportunities to meet helpful contacts in the North Iowa business community. This internship is geared toward students majoring in public relations, business, journalism, events, and communications. Interns will work a flexible schedule of 12-20 hours per 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))
- Produce content for weekly *Chamber News* (email newsletter) and update mailing lists
- Create and update PowerPoint presentation for lobby
- Update/submit posts to social media accounts for Mason City Chamber of Commerce, North Iowa Band Festival, River City Sculptures on Parade, North Iowa Builders Exchange
- Engage more followers/likes by achieving more personal interaction (1 comment, like or re-tweet for each post)
- Work closely with the Program Director to assist in planning:
  - **North Iowa Band Festival**
  - **College Connections** (intern program)
  - **Chamber Golf Outing**
  - **Moonlight Bike Ride**
  - **Business After Hours**
  - **CEO Conversations**
  - **Breaking Glass**
- Research event trends in the area to enhance current programs
- Answer telephone and greet guests; assist members with questions
- Complete other duties/projects as assigned

Preferred Experience:

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

Physical Requirements:

- Significant sitting, standing, communicating
- Frequently required to lift or move objects and materials up to 40 lbs. as required by various event preparations and projects.

The Chamber of Commerce is an equal opportunity employer. It is the Chamber's policy to assure employment and promotional opportunities are available to qualified employees and applicants for employment without regard to race, religion, color, national origin, physical or mental disability, age, gender, marital status, sexual orientation, gender identity, pregnancy, genetic information, or any other legally protected characteristic.

Applicants should send resumes with cover letters and references to:

Robin Anderson, President & CEO  
Chamber of Commerce  
9 North Federal Avenue  
Mason City, IA 50401  
[randerson@masoncityia.com](mailto:randerson@masoncityia.com)