

St. Cloud Area Chamber of Commerce
2020 “Unite for Success” High School Summer Internship Program

www.UniteForSuccess.com



Organization: Gaslight Creative

Position Title: Marketing/Office Assistant

Start/End: June 1, 2020 – August 21, 2020 (*can finish earlier than this*)

Length: 80-hour position

Work Schedule: Flexible

Business or Company Profile: Gaslight Creative is a full-service marketing agency where ideas come to light.

Position Summary

Assist with office duties while learning about the marketing world.

Position Description/Duties:

- Review client work and materials
- File marketing materials
- Research companies for brand audits and social media

Intern Qualifications:

- Detail-oriented
- Able to work in fast paced environment
- Ability to obtain professional ethics
- Strong communication skills

Are you on the MTC bus line? ___ *X_Yes ___ No