

St. Cloud Area Chamber of Commerce Student Summer Internship Program

INTERN POSITION DESCRIPTION EXAMPLE

Position Title: Marketing & Social Media Intern **Start Date:** June 3, 2019

Organization: Sherlock Holmes Detective Agency **End Date:** August 7, 2019

Department: Marketing

Work Schedule: 8 a.m. – 12 p.m. Monday & Wednesday

Number of Openings: 1 **Hours per Week:** 8 hours per week; two 4-hour shifts per week

Business or Company Profile: S.H.D.A. is dedicated to keeping truth in the light and maintaining peace among our community.

Position Summary:

To assist the social media coordinator and special events coordinator in promoting sales and specials, brand visibility, and upcoming events.

Position Description/Duties:

- Marketing research via the internet
- Design of social media posts and promotional materials
- Confirming event details and coordinating meetings as needed
- Assisting with event set up, operation and tear down

Intern Qualifications:

- Ability to work on a team
- Punctuality
- Interest in social media, marketing and design
- Basic computer and phone operational skills

Special Position Instructions:

- Student will be required to obtain CPR certification, due to office contract. This process takes five business days. Training will be provided for free by our company. Class is 7 – 11 a.m. Mondays and Wednesdays. Student must complete two four-hour sessions.
- We work with many people in the community on a daily basis. Enthusiasm to talk with customers and create events for the enjoyment of the community will be an asset.

To provide the best experience possible for both the intern and their mentor, please provide an idea of how much time the mentor will be able to devote to their intern: We have an intern mentor designated to this position for the summer who will be able to dedicate as much time to the intern's experience as needed. Our goal is to help you succeed!

Are you on the MTC bus line? X Yes ___ No