

CITY OF AMERICUS

Marketing/Business Internship Description

Division/Department	Downtown Development Authority – City of Americus	
Location	Americus Main Street Office located on the second floor in the City Municipal Building.	
Job Title	Marketing/Business Intern (credit hours only)	
Reports to	Angie Singletary 101 West Lamar Street Americus, GA 31709 229.924.4411 Angie.singletary@cityofamericus.net	<i>Title</i> Downtown Development Director/ Interim Tourism Director

GENERAL DESCRIPTION

The intern will assist the Downtown Development Director with all essential office duties, planning and coordinating special events, and other duties that may be assigned and required.

JOB DESCRIPTION

- Answer phone calls, greet visitors, directs visitors to appropriate locations or information related to the specific need, takes and relays messages, and will initiate and return calls and emails as needed.
- Assists in meeting packets for various Downtown Development Authority meetings.
- Assists with collection of information and construction of the quarterly newsletter, website, and social networks.
- Assists in the coordination of special events.
- Assists in the distribution of flyers and posters for events and campaigns.
- Assists with public and media relations for advertising purposes for Downtown and Lenny's Farmer's Market.
- Operates a personal computer, telephone, general office equipment or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.
- Performs other related duties as required.

QUALIFICATIONS

- Possess strong verbal communication skills.
- Proficient in Microsoft Word, Power Point, and Outlook.
- Technology-savvy, experience using social media sites.
- Friendly, Positive Manner, Creative, Motivated and Energetic.
- Demonstrate a willingness to keep current with community events and happenings.
- Responsible, outgoing willingness to take initiative..
- Any work or volunteer experience is a plus.

TRAINING & SUPERVISION

- Intern will be supervised and trained by the Downtown Development Director and other office staff.
- Time sheets will be filled out weekly and turned into the Director.
- Evaluations will be completed throughout the internship in order for the intern to gain credit within his institution.