

MARKETING COMMUNICATIONS INTERN

Las Vegas Global Economic Alliance

The following documents must be included in your application to be considered:

- Resume
- Current transcript
- Cover letter

Qualifications:

- Undergraduates must be entering junior or senior year
- Currently enrolled in an accredited college or university and obtaining an undergraduate degree in a related field
- Must be proficient in the use of Microsoft Office applications (Outlook, Word, Excel, PowerPoint); bonus if familiar with the Adobe Creative Suite, Hubspot and Wordpress
- Maintain a minimum 3.0 GPA (ability to submit current transcript for verification purposes)
- Prior work experience in professional capacity is preferred
- Must be able to effectively multi-task and prioritize
- Must be willing to learn
- Must have strong communication skills and proficiency in English (both oral and written)
- Ability to communicate and interact with team members of all levels
- Have proof of eligibility to work in the United States

Responsibilities will include:

- Assist in marketing communications for upcoming events
- Assist in transitioning marketing automation systems
- Assist in social media and content creation
- Assist in WordPress, updating website content

Details

Available for college credit; 15-20 hours per week; \$12/hour; flexible hours between 8AM – 6PM

How to Apply

Please submit a cover letter and resume to Danielle Howell, LVGEA's Director of Operations, at danielleh@lvgea.org.

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.