Visit Concord Communications & Digital Marketing Intern

The Opportunity
Visit Concord is a 501(c)(6) non-profit Tourism Improvement District Agency formed in 2013 to promote Concord by increasing the awareness and enhancing the image of our city’s distinct assets and amenities.

Job Summary
The Website & Digital Marketing Intern works for the Greater Concord Chamber of Commerce to provide marketing support for Visit Concord. This is a part-time, temporary position. Full-time opportunities may be available. The offices are located at 2280 Diamond Blvd., Suite 200. The offices are open Monday – Friday from 8 a.m. – 4 p.m.

ESSENTIAL FUNCTIONS
• Research articles and stories for website and other marketing platforms
• Assist with website, blog, calendar content
• Research and fact checking
• Copy edit and proofreading
• Social media and website posting
• Assist with email marketing
• Assist with social media reporting and digital analytics
• Work cooperatively with staff and stakeholders

MARGINAL FUNCTIONS
• Occasionally attend events on weekends and evenings as needed. Reliable transportation required
• Occasional lifting of boxes and supplies up to 25 lbs
• Distribute Visit Concord collateral to appropriate businesses and tourists
• Other duties as assigned as this position is contingent on the ability to identify and fill gaps

QUALIFICATIONS
• Knowledgeable user of social media platforms – FB, Instagram, Twitter, YouTube, Linkedin, etc.
• Outstanding photography and videography talent a plus
• Exceptional writing and blogging skills
• Functional knowledge of HTML and websites
• Resourceful, organized multi-tasker with accuracy and follow-through

SALARY & TIME FRAME
• $ 15 - $ 17/ hour based on experience. 15-30 hours / week. Negotiable schedule.

APPLY
• Submit a resume and cover letter to eschroth@visitconcordca.com. Subject line: Intern
• Selected candidates will be called for an interview; 1-2 interns will be hired.

The Concord Chamber of Commerce is an Equal Opportunity Employer.