



**Position:** Marketing Intern – Fall/Winter

**Reports to:** Marketing Manager

**Function:** This position supports Downtown Sacramento Partnership marketing activities for the Downtown Ice Rink, Dine Downtown, State of Downtown, workshops, investor marketing and more. This includes but is not limited to copywriting, digital and social content production, database and website maintenance, data collection and reporting, and other duties as assigned.

**Schedule:** Temporary Part-time, up to 20 hours per week

**Salary:** Unpaid, school credit

---

**Responsibilities include, but are not limited to:**

**Content Production:** Write and publish content for consumer marketing channels including social media, blog, email, website and marketing collateral.

**Marketing & PR Support:** Assist with implementation of marketing and public relations campaigns, including media tracking, reporting, social media monitoring, digital analytics, website maintenance, print and digital graphic design and asset management (maintain photo and news archives).

**Event Promotion Support:** Support on-site promotional activities, staff marketing tables, etc.

**Administrative:** Attend brainstorm sessions, capture meeting notes, marketing research, answer phones, collate marketing materials and mailings, collateral distribution, assist with billing, and data entry.

**Requirements**

- Passion for downtown Sacramento and small businesses.
- Excellent written and verbal communication skills.
- Detail-oriented, highly organized and proactive.
- Familiar with social media platforms and reporting tools (Sprout Social preferred).
- Experience with Microsoft Office and WordPress (preferred).
- Familiar with Adobe Creative Suite and MailChimp.
- Pursuing degree in marketing, communications or related field.

**To apply, submit cover letter and résumé to [marketing@downtownsac.org](mailto:marketing@downtownsac.org)**

**Due Date: September 6, 2019**