



## Visit Grove City

1600 Gateway Circle, Grove City, OH

614.539.8747 | [www.visitgrovecityoh.com](http://www.visitgrovecityoh.com)

## Marketing Intern

### Overview:

Visit Grove City is looking for an enthusiastic and optimistic intern to join our team. As the destination marketing organization for Grove City, we manage a broad range of marketing, PR, and communications efforts in order to promote Grove City as a great place to meet, stay, work, and play.

Interns will be involved in many aspects of our organization and will gain many valuable skills through this position in areas such as communication, basic design, marketing, social media, copywriting, and creative writing. In addition, interns will gain a thorough understanding of the tourism and destination marketing industries.

### Duties and Responsibilities:

- Answer incoming phone calls and assist callers, direct calls to appropriate staff, and check voicemail as needed
- Complete requests for information and assist visitors who walk-in
- Order, stock, and resupply lobby literature at Visitors Center and Welcome Center
- Resupply literature at Grove City hotels and businesses
- Assist in managing database of photography
- Assist with staffing information booth at local events as needed
- Assist with preparations of mailings, new resident packets, and welcome bags
- Maintain events calendar on website
- Assist with writing and updating business listings on website
- Help create content for blogs, social media, and other marketing materials
- Other duties as assigned

### Qualifications:

- Must be currently pursuing a Bachelor's degree at a college/university, with a major in public relations, marketing, communications, or a related field.
- Excellent oral, written, and communication skills
- Strong attention to detail
- Knowledge of the Grove City area
- Willingness to learn skills on the job
- Must be able to occasionally lift up to 40 pounds
- Must be able to walk, stand, and sit for long periods of time

### Schedule and Compensation:

- 10 hours per week around the intern's schedule during the academic year, and up to 20 hours per week during the summer
- Occasional availability for weekends and evenings during special events
- This is an unpaid internship with the potential for a paid internship at another time. This internship is eligible for academic credit
- Mileage compensation for use of personal vehicle for work purposes

Please send cover letter and resume to [amanda@visitgrovecityoh.com](mailto:amanda@visitgrovecityoh.com) by **April 22, 2016**.