



## Marketing and Communication Intern

### Position Information

Employer: WomenVenture

Division: N/A

Title: Marketing and Communication Intern

Description: Description: A marketing and communications internship with WomenVenture offers opportunities to use and develop skills in writing, graphic design, market research, project management, and event coordination. The Marketing/Communications Intern will be a member of WomenVenture's Marketing Department and will report to the Manager of Communications and Marketing. The Intern may be involved in:

Writing materials that reflect and promote WomenVenture's brand, ensuring a clear, concise and consistent message about the agency.

- Write press releases, client case studies, newsletter articles, web copy, letters, email copy, event materials, staff bios, and other materials as assigned.
- Utilize Web 2.0 tools to communicate with the organizations friends and followers
- Design promotional materials using Adobe Suite
- Assist with writing submissions for award nominations for staff and volunteers.
- Conduct appropriate research and interviews that support written materials.
- Assist in fact checking publications such as the class catalog and WomenVenture Works newsletter.

Providing support to the Marketing Manager and aiding in promotional and program events

- Assist in staffing WomenVenture's booth at promotional events.
- Assist in developing promotional materials for events, including signs, postcards, etc.
- Assist with generating publicity for WomenVenture events, programs, and projects.
- Follow up with clients, exhibitors and sponsors regarding the WomenVenture Annual Conference
- Utilize Web 2.0 tools to communicate with the organizations friends and followers

Providing support to the Marketing Department:

- Assist in researching, entering and maintaining contact lists to be used for media relations, sales and promotional activities.
- Contacting potential partners and referral agencies and providing them with information about WomenVenture.
- Assist with organizing WomenVenture's print and digital photo collection.
- Assist with assembling marketing packets and other item as assigned.
- Distribute class catalogs and promotional materials to referral agencies.

### Important Dates

**Posted On:**  
Oct 01, 2009

**Applications Accepted Until:**  
Oct 15, 2009

### Default Email For Resumes

amays@womenventure.org

### Contact Information

**Employer:** WomenVenture

**Name:** Ann Mays

**Title:** Director of Volunteers

**E-mail:** amays@womenventure.org

**Website:** <http://www.womenventure.org>

**Phone:** (651) 646-3808

**Address:**

St. Paul, MN

Location: Location

City  
St. Paul  
State  
Minnesota  
Country  
United States

Position Type: Part Time, Internship

Desired Undeclared, Communications  
Major(s):

Desired Class Junior, Senior, Alumnus  
Level(s):

Salary Level: Unpaid

Job Function: Administrative/Support Services, Communication,  
Economic/Community Development, Event Planning, Marketing,  
Writing

Duration: 3 months

Approximate 15  
Hours Per  
Week:

Qualifications: Preferred skills & qualifications:

This position requires strong attention to detail, excellent writing skills, the ability to work independently under tight timelines, and be flexible in adjusting priorities as needed.

Commitment to WomenVenture mission; help women become economically successful & prosperous.

Applicants must have graphic design experience and be technical savvy with Web 2.0 tools

Students entering their junior or senior year, or recent college graduates, are encouraged to apply. Preferred majors include journalism, communications, or marketing.

Commitment: This position is unpaid. Minimum 10-15 hours per week for 3 months. Deadline to apply is Oct 15.

Application process: We are now accepting applications for our Fall/Winter 2009 internship program. Please send cover letter, resume and two writing samples to [amays@womenventure.org](mailto:amays@womenventure.org); deadline is October 15, 2008.

Contact:

Ann Mays, Director of Volunteers and Interns  
651-646-3808 Toll free: 866-646-3808 fax: 651-641-7223  
[amays@womenventure.org](mailto:amays@womenventure.org)