



Intern Job Description: Marketing and Communications Intern

Valleyfest is a 501(c)(3) non-profit organization that began in 1990. The Valleyfest 3-day festival is a community-wide celebration held each September at Mirabeau Point Park and CenterPlace Regional Event Center in the Spokane Valley. Cycle Celebration is in July.

The Valleyfest mission is to produce community driven, safe, family oriented, visually dramatic events.

Job Title: Marketing & Communications Intern

Reports To: Valleyfest Executive Director

Openings: January to September

Hours: 15 hours a week

Responsibilities:

- Update and maintain Valleyfest's social media presence, including daily monitoring, posting, scheduling and reporting Facebook updates
- Assist in planning, writing and managing e-blasts and e-newsletters
- Draft, distribute and pitch news releases, media alerts and other stories
- Manage editorial and event calendars
- Provide content to website developer
- Collaborate with staff on new ideas, directions, and tools for marketing and communications
- Prepare weekly reports and maintain regular contact with supervisor

Qualifications:

- Firm grasp of available tools and platforms in the social media space
- Completed or working toward a college degree (junior level and up), preferably in a related field (e.g., English, Marketing/Communications, Advertising or Public Relations)
- Previous internship or related experience in marketing or communications a plus
- Understanding of the basic principles of public relations and/or marketing
- Must be computer literate (working knowledge of Word, PowerPoint, Excel). Proficiency in Adobe InDesign, Photoshop, and Canva highly desired.
- Ability to work well independently, and within a team
- Commitment to cultural sensitivity and respect for differences
- Commitment to the continuous improvement of service quality and the organization's mission

To apply: Send cover letter, resume, and writing sample to **Peggy Doering**

Peggy@valleyfest.org