



Wilmington Downtown, Inc. (WDI) Intern Position Description

General Statement: The WDI Intern is responsible, under the direction of the President/CEO and Executive Assistant, will assist in the operation and organization of the office of WDI. The primary responsibilities include, but are not limited to:

- Develop WDI newsletter (twice a month);
- Write press releases and stories for placement in local news publications;
- Maintain blog and assist with social media efforts;
- Assist with planning and executing the 2011 Downtown Lifestyle Tour;
- Daily research on media articles (WDI & downtown involvement);
- Daily research on all downtown events for inclusion on WDI website;
- Website maintenance and updates;
- Other duties as assigned by the President/CEO and Executive Assistant

Additional duties include assisting in the planning for all fundraising events and various other events such as press conferences, ribbon cutting ceremonies, open house events, tradeshow and other activities requested by the President/CEO, Executive Assistant, Fundraising Committee and Public Relations Sub-Committee. This position requires courteous and efficient response to requests from the public as well as the members of the Board of Directors as needed to complete organizational related tasks.

Job Environment: Office setting; hours of operation are 9:00 a.m. to 5:00 p.m., Monday through Friday; attendance required at all *relevant* scheduled meetings; variable hours required during fundraising activity which may include weekend events; light lifting (not to exceed 15 pounds) may be required. The Intern will work under close supervision and review by the President/CEO and Executive Assistant.

Knowledge, Skills & Abilities: Knowledge of, or ability to learn computer programs and databases including, but not limited to, Word, Excel, Outlook, Adobe In Design, Access. The candidate must be able to demonstrate professional customer service.

Qualifications: Experience & Education: Undergraduate student in marketing or communications. The candidate must demonstrate an interest in issues related to the economic growth and development of downtown Wilmington. The Intern must be able to complete assignments and meet deadlines and must possess skills related to writing, editing and web development. This internship position is unpaid; we prefer students working to gain course credit.

Resumes should be submitted to:

Ashley Hanners, Executive Assistant
Wilmington Downtown, Inc.
PO Box 2235
Wilmington, NC 28402
Ashley@wilmingtondowntown.com