



# COMMUNICATION/EVENTS INTERNSHIP DESCRIPTION

SUMMER 2021 SEMESTER

Are you a student interested in building real-world communication and event-planning experience while supporting your downtown community? The Hammond Downtown Development District is seeking a Communication/Events Intern for the Summer 2021 semester. We're looking for an organized and driven candidate with a passion for Downtown Hammond.\*

**Basic Function:** The Hammond Downtown Development District Communication/Events Intern will assist the Executive Director and Assistant Director in the day-to-day planning, logistics and implementation of the DDD's public events; as well as the creation and execution of the DDD's communication plan.

**Reports To:** Hammond DDD Executive & Assistant Directors

## **Duties and Responsibilities:**

- Provide organizational and logistical support for DDD events & daily operations
- Work closely with Assistant Director to execute the DDD's weekly communication plan, including: newsletters, social media, mailers, guides, and more
- Required attendance at all DDD events
- Basic office duties, such as: answering phones, filing, running errands, data entry, etc.
- Maintain DDD's vendor and community contact database
- Other duties as assigned

### **Minimum Qualifications:**

- High School diploma or GED equivalent.
- Student must be performing work/gaining knowledge in their field of study while earning credit toward their college degree.
- Possess strong communication skills (verbal/written/technical).
- Must have reliable transportation to travel to various locations as requested.
- Must maintain a valid driver's license and auto insurance

### **Preferred Qualifications:**

- Communication, Public Relations, Marketing, or similar major preferred
- Highly organized, communicative, and punctual
- Experience with Adobe Creative Suite, Canva, MailChimp, Microsoft Office, etc.
- Ability to work independently
- Strong creative and analytical skills
- Previous event planning and communication experience

### **What You Can Gain From This Experience:**

- Letters of recommendation
- Knowledge and execution of work plans & concepts
- Real-life communication, customer service, and event-planning skills
- Hands-on involvement in the execution of Louisiana's most popular events
- Networking/mentorship opportunities with local business owners & community leaders

**To Apply:** Email a resume & cover letter to Chelsea Tallo Little at [tallo\\_ca@hammond.org](mailto:tallo_ca@hammond.org). Please include availability/expected hours in cover letter.

\*The internship described above is an unpaid position.