



COMMUNICATION/EVENTS INTERNSHIP DESCRIPTION

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 **two** Communication/Events Interns for both Summer 2024 and Fall 2024 semesters. 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 Director

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
- Available At least 15 HOURS per week
- Required attendance at all DDD events
- Must assist with working 1 Farmers Markets per month with the Farmers Market Manager (on Saturdays)
- Basic office duties, such as: answering phones, filing, running errands to local businesses, data entry, etc.
- Maintain DDD's vendor and community contact database
- Assist with other projects 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:

- Previous experience or coursework in Communication, Public Relations, Marketing, Media Studies, or Strategic Communication
- 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 Downtown Hammond's most popular events.
- Networking/mentorship opportunities with local business owners & community leaders

To Apply: Email resume & cover letter to Michelle Kendall at downtownhammond@gmail.com. Please include availability/expected hours in cover letter.

Summer 2024 Term Dates: May 13 - July 31, 2024

Fall 2024 Term Dates: August 19 - December 6, 2024

WE LOOK FORWARD TO HEARING FROM YOU!

**The internship described above is an unpaid position.*

**Summer interns are required to fulfill DDD internship dates regardless of course credit requirement dates from your university.*