

## **EVENTS AND MARKETING INTERN**

### **About the Columbus Partnership**

The Columbus Partnership is a nonprofit organization of CEOs from Columbus' leading businesses and institutions. Through our membership and other ally organizations across Central Ohio, the Partnership upholds a shared vision to make Columbus the most prosperous region in the country.

The Columbus Partnership team also includes One Columbus, one of the nation's top economic development organizations that serves the 11-county Columbus Region; and Smart Columbus, an innovation lab that advances what is new and next at the intersection of technology and community good.

Can you imagine Columbus as the most prosperous region in the United States, where every day more and more people are able to improve their economic and social well-being? We do – every day.

### **The Role**

The **Events and Marketing Intern** supports One Columbus and Columbus Partnership engagement, marketing and events initiatives. The role is critical to ensuring the Partnership's standard of excellence in delivering programs and events, as well as professional and effective communications. The internship provides first-hand experience with efforts to promote the Columbus Region, and the work that professionals in communications, marketing and events planning do on a daily basis.

The internship is onsite and located in Columbus.

### **Reports to**

Events Manager and Marketing Coordinator

### **Essential Duties and Responsibilities**

- Support all aspects of regional announcements, including event planning, media relations, digital media promotion, materials development and coverage analysis.
- Assist in creation of newsletters (both internal and external), e-blasts and social media content.
- Support aspects of event planning including material creation, tracking RSVPs and recording attendance for meetings and events.
- Help manage brand asset libraries (including logos, headshots, photos, videos, and event recordings) and fulfill internal and external requests for materials.
- Perform administrative tasks including updating contact records and lists, website content, reporting (both internal and external), and special projects as assigned.
- Support events team in the planning and execution of signature events.
- Responsible for all content on organization's Instagram account. Support Marketing Coordinator with content for organizations' LinkedIn and X accounts.
- Maintain venue and vendor spreadsheet.

### **Skills and qualifications**

- Adobe Creative Suite, Microsoft Office, Canva Pro, WordPress, CRM (Salesforce) and email marketing software proficiency a plus.
- Ability to meet deadlines and prioritize competing needs and opportunities.
- Strong communication skills.
- A master of details; ensures flawless, error free materials.
- Demonstrates exceptional follow through on projects and assignments.

- Maintains professionalism and discretion when handling confidential matters.
- Exceptional hospitality and customer service skills, along with a team-oriented approach to daily work.
- Quick learner of new skills and software.
- Proactive and able to take initiative with creative tasks/ideas.
- Able to occasionally work outside of standard office hours to accommodate meetings and events.
- A positive attitude, can-do spirit, interest in current events and love of the Columbus Region.

### **Required schedule**

18-24 hours in office per week, for a period of 4 months from January-April 2025 with the option for longer depending on schedule.

### **Benefits**

This is a paid internship with an hourly rate of \$15/hour. A parking pass will be provided, as well as any technology and licenses required for the job (i.e., laptop, Adobe Creative Suite, Hubspot Marketing Hub Enterprise, Canva Pro, etc.).

### **To apply**

Please email the following in PDF format to [events@columbuspartnership.com](mailto:events@columbuspartnership.com). Include "Events and Marketing Intern" in the subject line of your email.

- Cover letter
- Resume
- Monday-Thursday work availability during the internship period

*This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

*The Columbus Partnership is an equal opportunity employer and does not discriminate against any employee or applicant on the basis of race, color, sex, age, religion, ancestry, national origin, citizenship, disability, military status, sexual orientation, or genetic information. One Columbus requires all employees, vendors and associates to support its nondiscriminatory policies.*