

WillCounty

Summer Internship Program

Organization Name	Joliet City Center Partnership
Industry	Economic Development
Internship Title	Marketing, Events, and Economic Development Intern
Hours per Week	20
Rate of Pay	15/hour
Start/End Dates	June-August 2024

About Company

Joliet City Center Partnership is a community-driven, comprehensive program designed to improve all aspects of the traditional downtown central business district. Working through community partnerships, Joliet City Center Partnership is committed to encouraging economic development, strengthening public participation, fostering community pride, and promoting the unique assets of Downtown Joliet. Joliet City Center Partnership, LLC strives to promote existing businesses while bringing the community together through family-friendly events that utilize our amazing location. It is in CCP's highest interest that the downtown area remains a place that residents and tourists alike can come to enjoy themselves and create everlasting memories with friends, family and business partners!

Position Description

Job Duties and Responsibilities:

- Assist with event planning and other downtown programs
- Conduct business retention & expansion visits with business owners as well as gather needed information for marketing and event purposes
- Research projects as assigned
- Input information on various software platforms
- Assist with social media posts and planning
- Assist with newsletters
- Other duties as assigned

Knowledge, Skills, Abilities/Interests Desired

Qualifications and Education:

- General knowledge of popular social media platforms
- Excellent written and verbal communication skills
- Strong organizational skills
- Ability to be reliable and punctual
- Experience with Microsoft Office, particularly Word and Excel
- Minimum GPA of 3.0
- Willingness to learn new skills and be coachable
- Training and mentorship will be provided

Physical Demand of Position Ability to carry/push items 25 pounds or more

Documents Required

Resume

Cover Letter

Driver's License

Business Contact

Vicki Sanchez

Title

Marketing & Events Manager

Contact Number

(815) 774-6064

E-mail

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