



Job Title: Marketing & Events Internship
Term: Summer 2023 (May-August) or Fall 2023 (September-December)
Reports To: Marketing & Communications Manager/Special Events Coordinator

Internship Description

The El Paso Downtown Management District is looking to fill intern positions for the Summer and Fall Semesters of 2023! Earn experience and get career-ready with the Downtown Management District! Be part of the excitement and growth of Downtown El Paso and learn valuable skills to add to your resume. We are seeking a highly motivated, organized, public service driven individual to work in a highly visible, high energy, and ever evolving, Downtown environment. Be a part of the excitement and growth of Downtown El Paso. The DMD is a quasi-governmental entity and an equal opportunity employer.

As the Marketing & Events Intern, you will learn and have the following responsibilities:

- Writing and content development for social media, website and e-letter.
- Data entry for online events calendar and business directory.
- Assist in the planning and coordination of DMD events including on-site support and building awareness of such events.
- Learn the basics of photography, video shooting and editing for social media and website usage.
- Other duties as assigned.

Qualifications

- Must be able to attend throughout the entire assigned semester.
- Must be enrolled in a higher education institution and be a December 2023 or May 2024 Graduate.
- Be available to complete 18-24 hours of in-office work a week. Flexible scheduling available.
- Have knowledge in public relations, communications, marketing, and/or media.
- Have excellent writing and verbal communication skills.
- Any video shooting or editing skills are a plus.

Preferred Skills

- Ability to provide and utilize personal laptop
- Bilingual (English/Spanish)
- Excellent writing skills (English/Spanish)
- Passion for Downtown El Paso, urban experiences and small businesses

Compensation

- Unpaid Internship
- Paid parking

To Apply:

Submit the Downtown Management District Application for Employment, a cover letter, and an up-to-date resume to:

Lupe Diaz
Marketing & Communications Manager
El Paso Downtown Management District
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El Paso, TX 79901

915-229-1046

Ldiaz@elpasodmd.org