



Job Opening

Title: Marketing & Events Intern

Reports to: Program & Fund Development Coordinator

Hours: Part-time (10-15 hrs. per week), Occasional evenings or weekends

Duration of Internship: January 2012 – June 2012 (start/end dates are negotiable)

Starting Pay: Unpaid

Position Summary: Local First's Marketing & Events Intern will assist with tasks pertaining to a wide array of upcoming Local First events including the 2012 Annual Meeting & LocalMotion Awards, Annual Sustainable Business Conference, National BALLE Conference, and the 9th Annual Local First Street Party.

Position Responsibilities:

- Light administrative tasks
- Helping to coordinate marketing efforts associated with Local First events
- Assisting with event and program coordination
- Representing Local First at events
- Other relevant activities as they arise

Requirements:

- Strong written & verbal communication skills
- Strong organizational skills
- Comfortable building relationships and networking with a diverse population
- Ability to establish priorities and work independently on assigned tasks
- Interest in events & event promotion
- Proficiency in Microsoft Office programs
- Reliable transportation
- Can passionately represent the values and goals of Local First

Please submit resume and cover letter by Friday, January 6.

Email: apply@localfirst.com

Subject: Marketing & Events Intern

Mail: Local First

Attn: Program & Fund Development Coordinator
955 Wealthy St. SE
Grand Rapids, MI 49506