



Available Internship Form

Employer/Organization Information

Business/Organization: Salute to America

Address: 302 Jefferson Street

Industry: Event

Website: <https://salutetoamerica.org/>

Contact Person

Contact Name: Penny Smith

Title: Event Coordinator

Phone: 573-761-0704

Email: info@salutetoamerica.org

Internship Information

Internship Job Title: Marketing/PR Assistant

Location of Internship: Jefferson City

of Positions Available: 3

Internship Start Date: May 13

Internship End Date: July 12

Internship Hours: Vary

of hours per week: Average 5hrs/week

Compensation (Unpaid, Hourly, Wage, Other): \$10/hour

Dress Code: Casual

Job Description: Maintain social media and promo's running on them. Visit sponsors for photos to use for social media. Attend June 1 Prison Concert and July 3 & 4 and take photos for social media. Assist with other projects as needed within the scope of the events. Assist with the needs on the days of the event.

Skills Required: Must have an outgoing personality with good communication skills and a good working knowledge of social media (i.e. Facebook, YouTube, twitter, Instagram, etc.). Must be able to work independently and take charge when needed.

Minimum Education Required: High School Graduate/GED

What will students gain from this particular internship? Working knowledge of coordinating a large-scale community event.

Preferences

Student Major Preference: Marketing/PR

Completed Education Level: High School