



**Position:** Graphic Design & Communications Intern

**Location:** Waterloo, Iowa

### Job Summary

Looking for a college student interested in a summer internship experience that will provide a wonderful hands-on work experience with a regional nonprofit affiliated with the National Park Service. Individual will assist development of programs, events, data collection, marketing/communications and education materials for the Silos & Smokestacks National

Heritage Area.

### Job Duties/Responsibilities

- Prepare and send out communication to partner organizations and potential tourists using website, email and social media
- Update and maintain social media presence, including daily monitoring, posting, scheduling and reporting
- Assist in planning, writing and managing of program, marketing/communication and education materials, such as e-newsletters, advertisements, brochures, press releases, flyers, postcards, surveys and reports
- Organize and manage Silos & Smokestacks booth and its volunteers at community events
- Assist in planning and executing program workshops and webinars
- Assist in implementing website updates
- Assist in committee work with staff, volunteers, and Board members
- Assist in answering phones, mailings, filing, copying, and preparation for meetings and other general office duties

### Qualifications

**Majors** – Working toward a college degree in Business Communication, Communication, English, General/Individual Studies, History, Interactive Digital Studies, Leisure, Youth, Human Services (Non-Profit Management/Tourism), Marketing, Public Relations or other related field.

### Preferred Skills/Experience

- Excellent written and oral communication and interpersonal skills
- Understand the basic principles of public relations and/or marketing
- Ability to work independently with instruction and as a team member
- Working knowledge of available tools and platforms in social media
- Proficient in email and internet communication
- Working knowledge of word processing, PowerPoint, Excel. Proficiency in Adobe Creative Suite
- Knowledge of HTML, website content management and graphic design not required but a plus
- Possess sound research skills

### Other Considerations

Requires occasional work on evenings/weekends and in-town and out-of-town travel with occasional overnight travel.

**Reports to:** Communications & Marketing Director

**Wage:** \$9.25/hour

**Hours per week:** 20 hours/week, Now-Labor Day

**Semesters:** Spring/Summer 2020

### Organization Background

In 1996, Silos & Smokestacks, a private 501(c)(3), was congressionally designated as a National Heritage Area to preserve and tell the story of American agriculture and its global significance through partnerships and activities that celebrate the land, people, and communities of the area. Serving as partner of the National Park Service, each National Heritage Area preserves its own unique part of the American story. One of 55 National Heritage Areas in the nation, **Silos & Smokestacks is the only National Heritage Area dedicated to preserving America's agricultural story.**

**Apply:** Email cover letter, resume and design/writing samples to [jwadebooth@silosandsmokestacks.org](mailto:jwadebooth@silosandsmokestacks.org).