



GREATER PEORIA MASS TRANSIT DISTRICT

Part-Time Marketing Internship

CityLink is offering a great opportunity to gain valuable experience in the Marketing field. This part-time paid position will assist the Director of Marketing with annual, monthly, and weekly projects. The intern will rely on established guidelines and instructions in order to perform daily job functions. They will work under supervision but must also be able to take responsibility when direct supervision is not immediately available. This position will be required to work varied hours Monday - Friday between 9:00 a.m. and 2:30 p.m. with some possible nights and weekends for CityLink marketing events. There is a minimum guarantee of 25 hours per week. The qualified candidate will be currently enrolled in a four year Marketing, Public Relations, Communication, or similar degreed program. This internship will include responsibilities and skills in the following areas:

- Planning, researching, and assisting with the 2020 Peoria Historical Calendar
- Assisting with the 2019 Back-To-School Marketing Campaign
- Assisting with writing creative content for the online blog
- Assisting with Employee/Passenger Newsletters
- Assisting with the Employee Directory
- Assisting with filing and other clerical duties as needed

EOE