

Marketing/Communications Intern Needed

The Capital Area Manufacturing Council (CAMC) is an important business alliance in Mid-Michigan, represented by manufacturing executives and HR professionals. A CAMC membership offers many benefits, such as increased knowledge of industries best practices by networking with innovative and forward-thinking peers, collaborated training efforts, outreach to Michigan's youth, meaningful agendas at member meetings and industry tours.

With the continued success and growth of the CAMC, we are looking to bring on a marketing intern who will assist the Executive Director in all marketing and communication initiatives, such as:

- Event planning (scheduling venues, catering, RSVP's, etc.)
- Management of content for CAMC's website (www.camconline.org)
- Management of social media: Facebook, Twitter, YouTube, etc.
- Collect and evaluate data from surveys, questionnaires or other sources
- Create electronic newsletters
- Develop print and electronic marketing materials and PowerPoint presentations.
- Assist in outreach to both current and prospective CAMC members

This is a great opportunity for a student looking to enter the workforce within 1-2 years!

Qualifications and Skills

- Desire to learn along with professional drive
- Excellent verbal and written communication skills
- Knowledge of MS Office (Word, Excel and PowerPoint)

Job Type: Internship

Please sent your resume and cover letter to Michelle Cordano, CAMC Executive Director if you are interested in this position at mcordano@camw.net.