



## Marketing & Communications Internship Posting

**National Cherry Blossom Festival, Inc.**, a 501(c)(3) not-for-profit organization based in Washington, DC, is currently seeking a Marketing & Communications Intern to assist the MarComm team during the fall. Interns will gain experience with multi-channel communications as part of the full-scale public relations campaign surrounding a local, national, and internationally renowned event. Option to extend position into Spring 2020 semester is available.

### **Organization Description**

The National Cherry Blossom Festival, Inc. is dedicated to promoting the beauty of nature and international friendship through year-round programs, events, and educational initiatives that enhance our environment, showcase arts and culture, and build community spirit.

### **Internship Description**

Assignments can include but are not limited to:

- Assisting with execution of the Festival's press conference
- Staffing media registration areas at Festival events
- Drafting website content
- Drafting social media content
- Creating and maintaining media lists
- Drafting press releases and media alerts
- Assisting with media monitoring
- Maintaining photo database
- Creating PowerPoint presentations for events as needed

### **Time Requirements**

- September – December 2019, with possible extension to the Spring semester
- Between 20-25 hours per week between 9:00AM and 5:00PM through December (Hours and schedule to be determined in consultation with the MarComm Team)

### **Qualifications**

- Currently enrolled in an accredited university or college as a full-time undergraduate or graduate student
- Detail oriented and organized with the ability to multi-task
- Excellent written and verbal communications skills (knowledge of AP Style preferred)
- Able to work independently and complete projects in a timely manner
- Adobe Creative Suite and media monitoring software knowledge preferred but not required
- Ability to work with a variety of people and build teamwork

### **Compensation**

National Cherry Blossom Festival internships are unpaid, but college credit may be offered, dependent upon the educational institution's guidelines and requirements. Monthly transportation stipend is available for interns who work at least 16 hours a week.

### **Application Instructions**

Please send a cover letter and resume to JoAnn Nasser, Director of Operations, at [jnasser@ncbfdc.org](mailto:jnasser@ncbfdc.org). Applicants will be notified via email if they have been selected for an interview.