



Greater Phoenix Economic Council Marketing & Communications Internship

GPEC Overview

Located in downtown Phoenix, GPEC is the regional economic development organization dedicated to attracting quality employers to Greater Phoenix and supporting programs and policies that increase the competitiveness of the region's economy.

Services provided include:

- International and domestic business relocation and expansion services
- Regional marketing
- Economic research and analysis

A public/private partnership, GPEC works with 23 cities throughout Maricopa County and has more than 170 private investors. Its board of directors is made up of some of the region's most distinguished business leaders.

Intern Overview

Marketing & Communications internship responsibilities may include:

- Developing content for marketing materials
- Creating and updating media lists
- Assisting with writing press releases, release distribution and some media outreach
- Researching and compiling news stories relevant to GPEC's mission
- Helping to coordinate GPEC stakeholder events
- Utilizing content management system to update websites/microsites (training provided)
- Social media strategy, updates

Desired Candidate Qualifications

Undergraduate juniors and seniors with some previous work or internship experience preferred, but any interested applicants will be considered. Candidates studying any major are encouraged to apply, however, individuals concentrating in marketing, journalism, communications, public relations or related fields are most successful. Candidate qualifications include:

- Strong writing skills, knowledge of AP Style
- Organizational skills and attention to detail, ability to tackle multiple projects at once and meet deadlines
- Highly motivated to learn, grow professionally and work in a team environment
- Open to giving and receiving feedback
- Have special interest in marketing, communications and/or media relations

Internship Details

Hourly wage begins at \$11.75 per hour and increases after 6 months. We prefer internships last at least 6 months (one semester). We review applications on a rolling basis as positions become available. We are flexible in accommodating students' schedules and attempt to schedule interns such that we always have an intern in the office.

Application Information: Qualified candidates should respond by sending a confidential resume to hr@gpec.org. NO PHONE CALLS PLEASE.

GPEC is an equal opportunity employer. No person will be discriminated against because of race, religion, sex, color, age, national origin, disability or any other characteristic protected by law.