

IT'S A TRIP®

# ALBUQUERQUE

CONVENTION & VISITORS BUREAU

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**Title:** Communications & Social Media Intern  
**Department:** Marketing, Communications & Tourism  
**Reports To:** Sr. Communications & Tourism Manager  
**Schedule:** Varied, about 15–20 hours per week (Unpaid)

The Albuquerque Convention & Visitors Bureau (ACVB), a private, not-for-profit corporation, looks for motivated, creative, and self-starting students to intern (**unpaid**). Public Relations / Communications / Marketing majors are encouraged to apply.

In order to qualify, you must attain a letter from a UNM professor or instructor indicating the purpose and goals of undertaking this internship assignment.

Build your portfolio and resume while promoting travel and tourism in Albuquerque. The ACVB internship will give you the opportunity to gain a working knowledge of the tourism industry in Albuquerque, give you valuable job experience and offer you a chance to hone your writing skills and develop local media contacts. Credit hours earned are based on availability and UNM/CNM/ACDC guidelines.

**Sample assignments include:**

- Writing for public relations and communications
- Assistance with media relations, advertising and marketing
- Media research
- Website editing
- Social Media research and planning

**Requirements:**

- Strong writing skills
- Ability to work independently
- Strong work ethic
- Capable verbal skills
- Excellent organizational skills
- Proficiency in Microsoft Word
- Ability to see projects / tasks through to completion

**Send or email resume and cover letter to:**

Human Resources

Albuquerque Convention & Visitors Bureau

20 First Plaza NW, Suite 601

Albuquerque, NM 87102

**E-mail:** [jobs@visitABQ.org](mailto:jobs@visitABQ.org)

Phone: 505.222.4344 (Barbara Marcus, HR Director) Fax: 505-247-9101

EOE

*The mission of the Albuquerque Convention and Visitors Bureau is to stimulate economic growth by marketing Albuquerque as a visitor and convention destination. For more information, call 505.842.9918 or visit our web site at [www.itsatrip.org](http://www.itsatrip.org)*