



VALLEY FORGE

TOURISM & CONVENTION BOARD

Job Description

Job Title: Digital Marketing Intern
Department: Marketing and Communications
Reports To: Online Marketing/Research Manager

SUMMARY:

The Valley Forge Tourism & Convention Board seeks an energetic digital marketing intern to support the Marketing and Communications Department efforts to maintain, improve and promote the award-winning ValleyForge.org website.

Projects potentially could include

- Working within CMS (content management system) to manage, update and create web pages
- Writing and editing content for website
- Market research and data entry
- Other projects can be tailored to the individual's interests and experience.

QUALIFICATIONS:

- Available 10-20 hours a week for a 3 to 4 month period
- Part-time will be paid at \$10.00/hr
- Able to work independently but also contribute as a collaborative team player
- Excellent written and oral communication, research, and writing skills
- Must be efficient, organized and professional
- Able to troubleshoot problems and find creative solutions
- CMS and CRM (customer relationship management) database training will be provided
- A valid Pennsylvania driver's license

WHO WE ARE:

The Valley Forge Tourism & Convention Board is a private, non-profit membership sales and marketing organization which actively promotes the Valley Forge area and Montgomery County as a convention site and leisure visitor destination by promoting patronage of its member hotels, restaurants, attractions and services.

TO APPLY:

Please send a cover letter and resume to jobs@valleyforge.org