



# VALLEY FORGE

TOURISM & CONVENTION BOARD

## Job Description

**Job Title:** Marketing Intern  
**Department:** Marketing and Communications  
**Reports To:** Chief Marketing Officer

### SUMMARY:

The Valley Forge Tourism & Convention Board seeks an energetic marketing intern who is interested in supporting the Marketing and Communications Department efforts in marketing and promotion the Valley Forge area and Montgomery County as a convention site and leisure visitor destination.

Projects potentially could include

- Assist with seasonal marketing campaign creation and implementation
- Development of social media campaigns
- Writing and editing sales and marketing collateral and presentations
- Assist in distribution and delivery of marketing materials
- Other projects can be tailored to the individual's interests and experience.

### QUALIFICATIONS:

- Available 10-15 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
- Experience with Microsoft Office
- CRM (customer relationship management) database training will be provided
- Knowledge of Montgomery County, Pennsylvania is a plus
- 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 Ed Harris, Chief Marketing Officer, at [harris@valleyforge.org](mailto:harris@valleyforge.org)