



**Position:** Marketing Intern

**Reports to:** Marketing Manager

**Function:** This position supports Downtown Sacramento Partnership marketing activities. This includes but is not limited to copy writing, digital and social content production, database and website maintenance, data collection and reporting, and other duties as assigned.

**Schedule:** Temporary Part-Time, up to 20 hours per week

**Salary:** Unpaid, school credit

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**Responsibilities include, but are not limited to:**

**Content Production:** Write and publish content for consumer marketing channels including social media, blog, email, website, and marketing collateral.

**Marketing & PR Support:** Assist with implementation of marketing and public relations campaigns, including media tracking, reporting, social media monitoring, website maintenance, and asset management (maintain photo and news archives).

**Event Promotion Support:** Support on-site promotional activities, staff marketing tables, etc.

**Requirements**

- Passion for downtown Sacramento and small businesses.
- Excellent written and verbal communication skills.
- Detail-oriented, highly organized, and proactive.
- Familiar with social media platforms and reporting tools
- Experience with Microsoft Office and WordPress (preferred).
- Familiar with Adobe Creative Suite and Mail Chimp.
- Pursuing major in marketing, communications, or related field.

**To apply, submit cover letter and résumé to [humanresource@downtownsac.org](mailto:humanresource@downtownsac.org) by 5 p.m. on July 1.**

**Contact Person: Rosie Gilb**