



Uptown Greenville, a 501-c3 non-profit offers one to two internship positions each semester and summer, for junior and higher level students in the areas of studies in Geography and Planning, Public Administration, Hospitality Management, Business Management, Management, Non-Profit Management, Marketing, Accounting, Public Relations, Communications, Hospitality, Tourism, and Event Planning.

The selected interns will make a community difference at the grassroots level working with local residents and small business owners making large strides w/small activities. Your efforts will impact local businesses and improve the quality of life for residents. Interns are tasked at the administrative level writing correspondence, drafting letters, drafting articles, working on promotions, event planning and execution, one-on-one business interaction, community meetings, marketing and more.

You must be energetic, driven, creative, have an interest in downtown revitalization or special events, and not scared to speak up. Put your sneakers on because you will be walking a lot and talking a lot and no, this is not grunt work (except perhaps during event set-up and break-down)! You will be exposed to the inner workings of a small non-profit that works with a limited staff and with volunteers to promote and improve the center city.

Your internship will require a **minimum** 15 hr commitment per week for a semester or summer session, for credit only. Flexible schedules available. Students able to work longer hours each week are preferred.

Uptown Greenville is involved in all types of community projects and special events, therefore, there is work including research, event coordination and staffing, media pitching, creative marketing strategies and brainstorming. In addition the intern will be required to attend organizational meetings, community meetings as well as provide general administrative support.

Different levels of internships are available depending on the applicant and their level of maturity. We look for applicants who have excellent writing and critical-thinking skills as well as a commitment to the challenge of non-profit public relations and grassroots community building. In addition, preferred skills include high energy, creativity and the ability to juggle multiple tasks. Our intern positions offer real world experience including execution of events offering tremendous fun, variety and valuable communications experience. Past interns have found that they receive great work experience and solid professional training.

JOB RESPONSIBILITIES:

Special events planning/promotion and execution

Weekly eNewsletter

Social media marketing

Develop promotional materials including drafting, editing, correspondence, press releases, admin/office, flyers, copy for brochures, publications, and briefing materials

Survey creation/distribution and compilation

Special projects, as needed

Participate in volunteer, organization, and committee meetings

Represent the organization in community meetings and forums

Ad-hoc or as assigned-perform other miscellaneous and administrative duties as assigned

PREFERRED QUALIFICATIONS:

Excellent writing skills

Excellent communications skills, computer proficiency, attention to detail, ability to work collaboratively in a team environment and a familiarity with and commitment to social change are essential qualities and attributes for this position.

Excellent organizational skills

Assertive and attention to detail

Leaders

The following outlines the requirements for all of our internships:

1. All interns must be students
2. Internships are non-paid and for credit-only
3. The internship must be a part of the student's curriculum
4. The internship must provide earned hours that are directly applied to the student's degree
5. Interns must work a minimum amount of committed hours per week (8-20 hrs)
6. Interns must be high-energy, detail-oriented, team players
7. Internships do not guarantee positions with our organization upon completion

Perfect for recreation and leisure studies, hospitality, communications, public relations, economics, urban planning, tourism and event planning majors.

Flexibility for start and end times. Ongoing.

How to Apply:

If you are interested in an internship, please email bianca@Uptowngreenville.com a resume and a cover letter indicating your area of study in which you are interested as well as your dates of availability. Please delineate your interests, hobbies, current studies, work experience and schedule for the spring if available.

Again only serious inquiries.

look. play. eat. shop. relax.

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