National Association for Olmsted Parks (NAOP)
Marketing and Communications Intern

Duration: December 2013 - April 30, 2014
Application Deadline: December 2, 2013
Hours: minimum of 20 hours per week
Stipend: $15/hour
Location: 1111 16th Street NW, Washington, DC, 20036

Tags: Marketing, PR, Media, Communications, Event Promotion, Event Management

NAOP, a non-profit organization, is offering a hands-on internship for an enthusiastic, creative intern to assist with the marketing, promotion, planning and implementation of a symposium held in March 2014. The intern will work with the Director of Development and Office & Membership Coordinator on outreach activities that increase visibility, registration and media coverage for the symposium. The internship offers opportunity to interact with the public, event partners and sponsors, as well as sharpen marketing, outreach and project management skills.

Primary Responsibilities
• Working with the NAOP team, assist with Symposium promotion, outreach and marketing.
  o Develop media and outreach lists and calendar; develop and implement action plans. Track media and partner coverage, and event registration.
  o Help build NAOP’s social media presence.
• Provide support with Symposium planning and implementation.
• Other duties may be assigned.

Qualifications
• Candidates should be current graduate students, undergraduate seniors or recent graduates with a degree in business marketing, communications, event management, or related disciplines.
• Experience with developing and implementing marketing and communications plans.
• Excellent communication skills. Strong organizational skills and attention to detail.
• Ability to write at a professional level.
• Ability to pitch ideas and make presentations.
• Self-starter, able to work independently and with a team.
• Proficient in Microsoft Office Suite and social media platforms.

The National Association for Olmsted Parks (NAOP) is a coalition of design and preservation professionals, historic property and park managers, scholars, municipal officials, citizen activists and representatives of Olmsted organizations around the United States. Established in 1980, NAOP is the only national organization solely dedicated to preserving the Olmsted legacy by providing the advocacy, research, education and outreach needed to protect, restore and maintain these exemplary parks and landscapes. www.olmsted.org

To apply, please email resume and cover letter by December 2, to gestramiris@naop.org, and include "Marketing Internship" in the subject line. No third parties or phone calls please.