



Internship Openings in Development/Marketing

Development/Marketing Assistant

Hours: 10/week

Objective: Assist in coordinating development and marketing for the Johnson County Historical Society including fundraising, membership and media activities.

Responsibilities:

- Attend weekly fundraising committee meetings with JCHS board and staff members.
- Write and send news releases to local media outlets.
- Assist in managing the JCHS membership/donor database.
- Manage social media.

Requirements: Event planning experience is desired. Strong writing/communication skills.

Fields of Study: Museum Studies, Marketing, Business, Communications

TO APPLY

- 1.) Submit a cover letter along with your resume/CV and two professional references by **August 1, 2010** to:

Johnson County Historical Society
P.O. Box 5081
Coralville, IA 52241

- 2.) Your cover letter should include which internship you wish to be considered for.