



Marketing and Event Intern

Job Description:

The Marketing and Event Intern will:

- Develop marketing materials and content for print, web, and e-mail
- Maintain profiles on social media and networking websites
- Analyze data from marketing/communications initiatives and recommend improvements
- Support marketing and membership strategic efforts for program and membership development
- Assist with the cultivation of new company members and corporate partnerships
- Assist with daily operations of event planning and execution
- Assist with the processing and follow-up of new/renewing member companies
- Assist with general office procedures including data entry, trafficking calls, collating informational packets, etc.

Candidates must demonstrate the following qualifications:

- Excellent communication skills, both verbal and written
- Self-motivated, with the ability to work independently
- Organizational and time-management skills
- Proficient with Microsoft Word, Excel and PowerPoint
- Social media experience a plus

The Marketing and Event intern will report to the Manager of Marketing and Membership.

About the World Trade Center of Greater Philadelphia

The World Trade Center of Greater Philadelphia (WTCGP) provides a world-class portfolio of international trade services and key global connections to help the region's companies succeed in global markets, expanding the economic growth of the region as a whole. Since 2002, the WTCGP has helped generate over \$571 million in incremental export sales, generating over 7,400 new jobs for the Greater Philadelphia region.

Our core services include:

- Counseling provided by experienced international trade specialists
- Educational seminars and conferences on topics related to international business
- Customized and comprehensive market research capabilities
- Business matchmaking and networking opportunities
- International trade missions

To apply:

Please e-mail or mail your cover letter (which should indicate your desired start dates and hourly availability) and resume to:

World Trade Center of Greater Philadelphia
Internship Program – Marissa Collen
1500 John F. Kennedy Blvd, Suite 305
Philadelphia, PA 19102

Or email to: careers@wtcphila.org