Crookston Internship Opportunity

Ideal for: Business, marketing & communications students look for an extra opportunity this summer to get involved with the community and have excellent networking opportunities. Approximately 10-20 hours/2-3 days per week

Job Responsibilities include:

OX CART DAYS FESTIVAL

Work with Chamber staff in handling a multitude of details and arrangements for the largest summer festival in Crookston including public relations and distribution of media.

CONVENTION & VISITORS BUREAU
Help Visitors Bureau staff to market the community and develop tourism opportunities in Crookston.

OTHER SUMMER EVENTS
Assist with the planning, project management and public relations of Customer Appreciation Day, Crazy Days, Block Parties, Sugarbeet Golf Scramble; recruitment for participation of these events.

OTHER RESPONSIBILITIES
International communications, answer phones, assist walk-in visitors, website entries, organize and distribute mailings and a great variety of day-to-day activities; a great deal of walking is required for the job as you visit many Crookston businesses on foot and applicant must be able to life heavy objects as some heavy lifting and assembly is needed for festival tents, tables and other equipment.

The applicant must have:

- A good understanding of Microsoft Word and Excel
- A basic understanding of design programs (Either Corel or Adobe)
- Own reliable transportation
- Excellent communication skills
The applicant will:

- Help create and prepare marketing campaigns and promotional materials working with Adobe, Word or other software programs
- Proof read and coordinate distribution of media
- Work with various media, vendors and committees
- Assist with planning and leading meetings
- Network with key community businesses

Crookston Chamber & Visitors Bureau

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