



**GREATER BOSTON
CONVENTION & VISITORS BUREAU**

JOB DESCRIPTION

MARKETING, MEMBERSHIP and ADMINISTRATION DEPARTMENT

Title of Position:	Marketing Intern
Reporting Relationship:	Visitor Marketing Director, Senior Web Marketing Manager, Marketing Coordinator
Job Objective:	Support marketing efforts by becoming a member of the leisure marketing team. Through the workings of the Convention Bureau, become acquainted with the hospitality industry.
Status:	Part-time, flexible, minimum 12 hours per week. \$25/day compensation. College credit possible. Hiring for spring semester and/or summer.
Job Responsibilities:	<p>Update and monitor BostonUSA.com web calendar using CRM software.</p> <p>Assist with special projects that include graphic design, research, website maintenance and quality assurance.</p> <p>Collaborate with social team on coordination of social media communications.</p> <p>Assist with planning of monthly networking events, open houses. Attend these events to network and help with registration desk.</p> <p>Become acquainted with various members of the GBCVB via open houses, member presentations, phone and in-person contact.</p> <p>Communicate with GBCVB members via phone and in-person to collect information for website.</p> <p>Other similar duties as requested by supervisors.</p>
Qualifications:	<p>At least 1 complete year of college education. (Preferred majors: hospitality, marketing, communications, business, advertising)</p> <p>Proficient in Microsoft Office, familiarity with Excel.</p> <p>Knowledge of Boston and surrounding areas beneficial.</p> <p>Familiarity with Photoshop and InDesign beneficial.</p>

For more information or to apply for this position, please contact:

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