



# VALLEY FORGE

TOURISM & CONVENTION BOARD

## Job Description

**Job Title:** Digital Marketing Intern  
**Department:** Marketing and Communications  
**Reports To:** Director of Marketing

### SUMMARY:

The Valley Forge Tourism & Convention Board seeks an energetic digital marketing intern to support the Marketing and Communications Department efforts to maintain, improve and promote the award-winning ValleyForge.org website.

Projects potentially could include:

- Working within CMS (content management system) to manage, update and create web pages for the Valley Forge Tourism & Convention Board and our portfolio of brands.
- Writing and editing content for website.
- Building email marketing campaigns for consumer market.
- Market research and data entry.
- Other projects can be tailored to the individual's interests and experience.

### QUALIFICATIONS:

- Available 10-15 hours a week for a 3 to 4 month period
- Part-time will be paid at \$10.00/hr
- Able to work independently but also contribute as a collaborative team player
- Excellent written and oral communication, research, and writing skills
- Must be efficient, organized and professional
- Able to troubleshoot problems and find creative solutions
- CMS and CRM (customer relationship management) database training will be provided
- A valid Pennsylvania driver's license

### WHO WE ARE:

The Valley Forge Tourism & Convention Board is a private, non-profit membership sales and marketing organization which actively promotes the Valley Forge area and Montgomery County as a convention site and leisure visitor destination by promoting patronage of its member hotels, restaurants, attractions and services.

### TO APPLY:

Please send a cover letter and resume to Zach Brown, Director of Marketing, at [brown@valleyforge.org](mailto:brown@valleyforge.org)