

PROGRAM COORDINATOR INTERN NEEDED

This work involves support for the operations of the Dahlonega Downtown Development Authority/Main Street Program Assistant and its Director. We are looking for a self-motivated and creative intern to assist with social media management, newsletter creation, event promotion/production as well as other various tasks to support the Dahlonega Downtown Development Authority/Main Street Program mission *to stimulate and sustain economic development in Downtown Dahlonega by encouraging cooperation and building leadership; by advancing a positive image of downtown and promoting it as an exciting place to live, shop, and invest; by sustaining and improving the appearance of downtown; and by strengthening and expanding the economic base of downtown.*

This internship can be used for class credit at the University of North Georgia and we are more than willing to work with the candidate to confirm this with the university.

INTERN/PROGRAM ASSISTANT DUTIES:

- Update Facebook pages for Downtown Development Authority/Main Street Program, Appalachian Jam, Farmers Market and Friday Concert Series
- Update DDA Instagram, YouTube, Twitter and Pinterest pages
- Assist with updating/managing North Georgia Film and DDA websites
- Assist with other North Georgia Film initiatives such as photographing site locations and working with location scouts
- Assist with program and community event promotion and production & special projects:
 - Annual event production assistance – press releases, posters,
 - Update and distribute “Dahlonega Stories” historic plaque program brochures to participating businesses.
 - Research advice and resources for retailers; draft quarterly merchant newsletter “Our Downtown”; Email, print and distribute to businesses monthly; coordinate with Chamber of Commerce for presenting business tips at quarterly Merchant Coalition meeting (specific to key market trends)
 - Research, draft and electronically distribute City Newsletter “City Limits” to residents monthly
 - Coordinate banner changes and maintenance with city public works department
 - Visit downtown businesses to share information, news and announcements
 - Other projects and activities may be assigned

TECHNICAL SKILLS PREFERRED:

- Document design software (such a MS Publisher, Adobe, etc.)
- Microsoft Office programs (Word, PowerPoint, Excel)
- Mail Chimp program or comparable email system
- Website maintenance (Joomla and Wix program)
- Facebook, Instagram, YouTube, Twitter and Pinterest management

QUALIFICATIONS:

- Bachelor’s Degree Level Student
- Should be able to work effectively without close supervision

SCHEDULE PREFERRED:

- August 2016 through December 2016
- Approximately 10 hours per week (including occasional evening & weekends)

Email resume to rebeccashirley@dahlongadda.org.

Visit <http://dahlongadda.org/> for additional information on the Dahlonega Downtown Development Authority/Main Street Program.