Greater Grand Forks Young Professionals
Marketing & Program Summer Intern

Narrative
GGFYP is the largest young professional organization in the region and we’re dedicated to enriching quality of life for all young professionals and their families throughout greater Grand Forks. With more than 350 members, GGFYP organizes and hosts dozens of social, professional development, and community events each year. Our mission is simple: enhance the community, create connections, and invest in each other.

GGFYP has created a marketing internship specifically to give students valuable career experience. This paid position is available on a semester-by-semester basis and is best suited for students with a marketing, communication, business, non-profit management, or other related backgrounds.

Our marketing & program intern will work directly with our Executive Director and Board of Directors to coordinate and plan events, communicate with members, support the needs of sponsors and investors, and promote GGFYP activities to the public.

Internship is a paid, hourly position beginning at $10-12 / hour, based on experience. Flexible scheduling available with approximate weekly workload of 10-20 hours / week (as negotiated and arranged.) Credit hours are available for students upon request.

Responsibilities

- Assist Executive Director and Board members with planning regular and signature events, including Lunch & Learns, socials, ArtSee, professional development conferences, service projects, and other activities as they become available.
- Communicate with members using email, social media, and other technology that keeps members and the public informed about upcoming GGFYP events.
- Create digital media and promotions in support of GGFYP activities, programs, and events.
- Attend and participate in GGFYP meetings and events as requested and available.
- Assist Executive Director in identifying and connecting with new investors and sponsors for GGFYP events and activities.
- Other duties as requested by Executive Director and/or GGFYP Board of Directors.
Required Qualifications
- Pursuing a degree in marketing, communications, business, entrepreneurship, management, non-profit leadership, or other similar/related field
- Strong oral and written communication skills
- Ability to take direction on a project and manage time independently
- Organized, punctual, and represents GGFYP in a professional manner
- Eager to work with fellow young professionals to learn about their needs, share GGFYP opportunities, and promote the benefits of organization and greater community

Desired Qualifications – (seriously, if you don’t have these qualifications but do have a winning attitude and the ability to learn quickly we will definitely consider you!)
- Familiarity with basic technology programs, including Gmail, Mailchimp, Eventbrite, Survey Monkey, Microsoft Word and Excel, Facebook, Twitter, YouTube, etc.
- Familiarity with either web-based graphics programs (Canva, PicMonkey, etc.) or Adobe InDesign or Photoshop
- Familiarity with social media video production
- Event planning and volunteering experience

Application Instructions
If you know you’d be a strong candidate, please submit a resume and complete the online application at https://goo.gl/forms/BdPfBWTaJcZXMS773 or by visiting GGFYP.com.

Application materials should be submitted to corey@ggfyp.com.

Greater Grand Forks Young Professionals (GGFYP) is a non-profit group dedicated to the growth, learning, and development of young professionals within the region. GGFYP creates a platform for members to build relationships, develop professionally, become politically and philanthropically active, and contribute to the economic development and quality of life of our community.