



600 Main St. NW
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www.villageofbourbonnais.com

Marketing & Public Engagement Internship Opportunity

Summer 2021

Internship Length: June – August 2020

Desirable Candidate: Accredited college or university student currently enrolled in a marketing or communications field of study

Position Type: Part-time unpaid internship (for possible college credit); stipend opportunity available following internship program completion

Supervision: Reports directly to the Marketing & Public Engagement Manager

General Responsibilities: This position assists and supports the Marketing & Public Engagement Manager as directed with public information and communications for the Village of Bourbonnais relating to, but not limited to, digital marketing, graphic design and special event needs.

Essential Duties:

- Creates social media calendar, schedules approved posts, monitors community responses, engages in community promotions
- Maintains and updates Village of Bourbonnais website with current information and documentation
- Designs all print and digital promotional materials
- Assists in promotion and coordination of special events for the Village of Bourbonnais and Bourbonnais Police Department
- Utilizes village camera equipment for photography/videography
- Creates village messaging for outdoor LED sign and internal campus monitor

Recommended Minimum Qualifications and Skills:

- Strong written and verbal communication skills
- High level of organization and attention to detail
- Comfort with multi-tasking in a deadline-driven environment
- Understanding of basic marketing concepts
- Excellent time management skills
- Familiarity with social media, social networking and website editing
- Prior graphic design experience with basic comprehension

- Demonstrated problem solving and critical thinking skills

Education:

- High-school diploma
- 1-3 years of experience in marketing or equivalent education
- Enrolled in a bachelor's degree program, marketing or communications-related field preferred
- Proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook) required
- Demonstrated experience with social media platforms (Facebook, Twitter, LinkedIn, Instagram) required
- Intermediate skill with Adobe Creative Cloud (Photoshop, Illustrator, InDesign, Premiere Pro) preferred
- Basic special event planning, coordination assistance and photography required; videography skills a plus
- Prior experience with Joomla! and Watchfire Ignite software a plus but will train the right candidate

Ability to:

- Professionally represent the village through various public marketing assignments
- Maintain a positive image for the village
- Interact tactfully with the public and village staff
- Work well in a team environment and independently
- Work flexible hours as needed, with some evenings and weekends required for special events

To Apply:

Interested candidates may send resumes to caseyl@villageofbourbonnais.com along with demonstrated marketing work (*this can include related coursework*).

Village of Bourbonnais Internship Contact:

Lindy Casey

Marketing & Public Engagement Manager

Village of Bourbonnais

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