The Port of Edmonds is seeking a qualified candidate to assist the Marketing Manager as a part time paid Marketing/Business Intern. The Program will run 10 weeks from April 15 through June 12, 2020 and will work 10 -15 hours per week. The successful candidate in this position must be enrolled as an undergraduate student at an accredited college/university.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**
This position will collaborate with the Marketing Manager in all aspects of running the marketing program for the Port of Edmonds. Our internship is a hands-on learning experience that provides real-world, professional work experience and the opportunity to be a valued contributor. Learn about the intricacies of representing a public agency while providing important input through content creation, event planning and program development. You will have the opportunity to work on many key marketing projects such as the following:

- The Port of Edmonds annual community event – Family Day at the Marina
- Online environmental public outreach campaign
- Summer music programming
- Public informational mailer
- Boardwalk signage program

**EXPERIENCE, KNOWLEDGE, SKILLS, ABILITIES PREFERRED**
- Currently pursuing a degree in Marketing or Business
- Proficient in Excel, Word and Power Point
- Detail oriented with high degree of accuracy
- Strong communications skills: written, verbal
- Presentation skills
- Ability to multi-task

**PHYSICAL REQUIREMENTS**
- Required to sit and/or stand for extended periods of time.
- Required to work at a computer for extended periods of time.
- Required hearing and speaking to exchange information.
- Required to lift, push or, pull objects weighing 25 pounds or less. Able to bend at the waist, reach overhead, above shoulders and horizontally.
- Required to work in a typical office environment.
- Required to work in areas of high customer interaction
- Dexterity of hands, and fingers to operate a variety of office equipment including computers, printers, copiers, faxes, cash drawers, filing cabinets etc.

**EMPLOYEE BENEFITS**
- Salary $15.00/hr.
HOW TO APPLY

To apply for this position please submit the following:

- Cover Letter
- Resume
- Completed Port of Edmonds application form, found at [www.portofedmonds.org](http://www.portofedmonds.org)

Application packets that do not have all the required documents will not be considered

*Position closes March 20, 2020 4:30pm*

**SUBMIT TO:**
Marketing/Business Intern Position
Port of Edmonds
336 Admiral Way
Edmonds, WA 98020

**FAX:**
425-774-7837

**EMAIL:**
info@portofedmonds.org