

Marketing/Communications Intern

The Village is seeking qualified candidates for the position of Marketing/Communications Intern working under the direction of the Village Administration. It is a temporary position available for 15-20 hours per week, \$10 per hour.

Responsibilities will include:

1. Assist in marketing and outreach to existing and potential residents, businesses and visitors to the Village of Westchester; including but not limited to website updates, press releases, newsletter publishing, marketing and promotion of the Village.
2. Provide support for all events of the Village of Westchester, including event staffing, collateral distribution, communications and coordination with the Chamber of Commerce and Park District.
3. Provide general administrative support to the Village of Westchester departments.

Requirements:

- Current college student at an accredited 2 or 4-year college/university pursuing a degree in business, marketing, communications or combination;
- Excellent skills in Microsoft software programs Access, Excel, Word and Outlook;
- Strong organizational skills and attention to detail;
- Proficiency in Adobe Website Design Applications;
- Team player, Creative thinker, Excellent interpersonal skills;
- Excellent oral and written communication skills-writing samples must accompany resume

Send resume, application and writing samples to:

Stan Urban, Village Manager
Village of Westchester
10300 Roosevelt Road
Westchester, IL 60154
surban@westchester-il.org