The City of Flagstaff
Community Investment Marketing/Public Relations Intern
Parameters and Responsibilities

Organization: City of Flagstaff Community Investment Division

Contact Info: Stacey Button, Economic Vitality Director (928–213–2905)
sbutton@flagstaffaz.gov
Suzanne Brown, Administrative Program Coordinator (928–213–2906)
sbrown@flagstaffaz.gov

Compensation: Credit only, un-paid.

Hours: 10 to 20 hours per week; three or six credit hours.

Total Weeks: Fall and spring semesters – 15 weeks (each).
Summer sessions – 1st and/or 2nd session(s).

Special Skills: Strong fundamental writing skills, solid understanding of marketing principles, basic computer software skills including Constant Contact and Microsoft Office (Word, Excel, Power Point) and basic photography skills.

Duties and Responsibilities: This position will work directly with the Economic Vitality Director, Economic Development Manager, Business Retention and Expansion Manager, Community Design and Redevelopment Manager and the Enhanced Service District Manager.

This position will:
• Write and create collateral materials for the Business Retention and Expansion Manager.
• Research and write articles for the Cityscape quarterly newsletter and coordinate with the Convention and Visitors Bureau for publication.
• Write and manage the monthly e–newsletter for the Economic Development Manager.
• Create and maintain Constant Contact data base.
• Work with the Beautification and Public Art and Heritage Preservation Commissions to coordinate work program information and disseminate to the community.
• Maintain current collateral materials for Economic Vitality Division and create new collateral materials for the Community Design and Redevelopment work programs.
• Provide updates to the City of Innovation website.
• Create photo gallery for Community Investment use including, but not limited to, photo editing, cutline’s, caption’s and photo credits.
• Research and write a monthly column for the Flagstaff Business News.
• Research and write a variety of “timeless articles” in a multitude of word counts for future publication.