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**School of Communication Phone: 928-523-2232**

**PO Box 5619 Fax: 928-523-1505**

**Flagstaff, AZ 86011-5619**

**Flagstaff Downtown Business Alliance**

**Contact information (name/address/):**

Terry Madeksza, 111 E. Aspen, Suite 5, Flagstaff 86001

terry@flagdba.com, 928-275-2655

**When internship is to take place:** Fall with ability to continue

**Type of Internship Offered:**

Community Editor / Marketing Coordinator - actively engage the community through social media and web content, blogs, and developing new programs/contests/ideas for social media engagement.

**Responsibilities include:** day-to-day management of social media communities including twitter, Facebook and instagram; develop weekly blog about downtown Flagstaff including business profiles, event previews, upcoming events and other topics; develop new ideas to promote downtown Flagstaff events, businesses and programs; suggest ways to expand social media reach and engage new audiences; and write newsletter and email updates to stakeholders.

**Stipend - $750/semester**

**Total number of hours of work per week:** 10-15/wk

**Total number of weeks:** 16 + more if mutually beneficial

**Special skills required:**

Degree focused on Journalism, Marketing, PR preferred; excellent verbal and written

communication skills; proficient in managing social media communications.

**Please provide any additional information for interested students:**

We’re looking for someone that is passionate about downtown Flagstaff, and is a self starter and deadline driven.