

# MARCOMM / DESIGN INTERNSHIP

## JOB OVERVIEW

The Greater Phoenix Economic Council (GPEC) is seeking a MarComm / Design Intern to join our internal MarComm team. This position will report to the Marketing and Communications Coordinator. The MarComm / Design Intern will be responsible for assisting the MarComm team with GPEC's internal and external marketing and communications strategy - encompassing a variety of functions as further itemized below.

## INTERN OVERVIEW

MarComm / Design internship responsibilities may include:

- Developing content for marketing materials
- Helping to coordinate and assist with day-of-preparations for a variety of events
- Pitching and creating content for the blog
- Assisting with capturing and analyzing department metrics
- Supporting with writing press releases and other public relations activities as assigned
- Researching and compiling news stories relevant to GPEC's mission
- Utilizing content management system to update websites/microsites (training provided)
- Monitoring and interacting with social media channels
- Edit existing design files within Adobe InDesign and creating new layouts based on pre-established templates (training provided)

## DESIRED CANDIDATE QUALIFICATIONS

Undergraduate juniors and seniors with some previous work or internship experience preferred, but any interested applicants will be considered. Candidates studying any major are encouraged to apply, however, individuals concentrating in marketing, communications, public relations, graphic design or related fields are most successful. Candidate qualifications include:

- Knowledge of social media platforms and content production apps (ex. Spark, Canva, etc.)
- Strong writing skills, knowledge of AP Style
- A basic knowledge of the Adobe Creative Suite, in particular InDesign is highly sought after
- Organizational skills and attention to detail, ability to tackle multiple projects at once and meet deadlines
- Highly motivated to learn, grow professionally and work in a team environment

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- Open to giving and receiving feedback
- Have special interest in marketing, communications and/or media relations

### APPLICATION INFORMATION

Hourly wage begins at \$11.75 per hour and increases after 6 months. We prefer internships last at least 6 months (one semester). We review applications on a rolling basis as positions become available. We are flexible in accommodating students' schedules.

Qualified candidates should respond by sending a confidential resume via email to [jobs@gpec.org](mailto:jobs@gpec.org) or regular mail to:

GPEC  
Attn: Martha Miner  
2 N. Central Ave., Suite 2500  
Phoenix, AZ 85004

*NO PHONE CALLS PLEASE.*

### ABOUT THE GREATER PHOENIX ECONOMIC COUNCIL

Established in 1989, the Greater Phoenix Economic Council (GPEC) actively works to attract and grow quality businesses and advocate for the competitiveness of Greater Phoenix. As the regional economic development organization, GPEC works with 22-member communities, Maricopa County and more than 160 private investors to accomplish its mission, and serve as a strategic partner to companies across the world as they expand or relocate. Consistently ranked as a top national economic development organization, GPEC's approach to connectivity extends beyond the fabric of the community. Known as [The Connected Place](#), Greater Phoenix is in a relentless pursuit of innovative and entrepreneurial technology-focused companies that are committed to changing the game. As a result, GPEC has fueled the regional economy by bringing more than 740 locates, by creating more than 130,000 jobs and has contributed a capital investment of \$14.8 billion over the past 29 years. For more information about GPEC, visit [www.gpec.org](http://www.gpec.org) or follow us on LinkedIn, Facebook and Twitter.

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## GPEC VALUES

- We are an inclusive, diverse family
- We lead from the front
- We are change agents
- We promote intellectual curiosity
- We remain on the edge
- We are agile and adapt to change
- We are tenacious
- We are committed to selfless service

GPEC is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, sex, sexual orientation, gender identity or expression, national, social or ethnic origin, age, genetic information, disability or veteran status.

