

BELLEVUE DOWNTOWN ASSOCIATION
Marketing Intern

Part-Time Positions Available Immediately

The Bellevue Downtown Association (BDA), a non-profit membership organization, seeks a full-time **Marketing Intern** to support special event marketing and event sponsorship sales initiatives.

Overview

The Marketing Intern will play a primary role in implementing special event marketing and promotion plans. Specifically:

- Support event marketing programs to support the following events: Bellevue Family 4th, 30 outdoor Live at Lunch concerts, 6th Street Arts Fair and Walk Downtown Bellevue.
- Create event summary reports for sponsors.
- Support implementation of a summer downtown Bellevue restaurant promotion involving between 10-15 restaurants designed to increase sales to downtown restaurants.
- Develop restaurant and shopping listings for the quarterly Bellevue Downtown magazine.
- Opportunity for writing magazine articles that will be published.
- Assist at special events with set up, on-site staffing and break down.
- Support fulfillment of ongoing sponsorship and advertising contracts and assist in new sponsor development.
- Track, analyze and report media coverage and significant trends related to the BDA, its events and the downtown community.
- Be part of a talented, energetic and collaborative team focused on delivering innovative programs and excellent service to its members, customers and the community.

Minimum Qualifications

High school degree and one year of college education is preferred. Relevant experience, with an emphasis in marketing or communications, desired; project management skills and excellent oral and written communication skills required. We seek a multi-tasker who can work independently, exercises good judgment, is capable of developing and implementing improved program operations, and is interested in working in an environment where growth and success are nurtured. Software knowledge requirements include Word, Excel, Outlook,; design and web capabilities a plus.

Salary

Small stipend (up to \$500/month DOE), bus pass and college credit if applicable.

To Apply

Please forward resume and cover letter to Barbara@bellevuedowntown.org or 425-646-6634 fax.