



PAID PART-TIME MARKETING INTERNSHIP

February – May 2019

Overview

This short-term paid part-time internship will report to Clean Fuels Ohio's Director of Marketing and Communications. Must be able to work in mid to late February through the end of May 2019. Schedules are flexible but must be able to work a minimum of 20 hours per week. Pay is \$10.00/hour.

Qualifications

- Must be currently enrolled in an undergraduate or graduate program with an emphasis in marketing, communications and/or journalism.
- Excellent written and verbal communications skills, including content development, proof reading and editing.
- Must have strong project management skills and possess strong attention to detail as well as the ability to meet deadlines.
- Experience in market research.
- Strong computer literacy skills. Experience in databasing and contact management systems is a plus.
- Graphic design and social media experience are a plus.

Primary Responsibilities

This position will be responsible for supporting the marketing efforts for Clean Fuels Ohio's upcoming conference. Responsibilities will include, but are not limited to:

- Researching defined market segments to identify potential attendees.
- Creating databases of potential attendees.
- Tracking and reporting on the results of various marketing programs.
- Developing social media content to promote the conference.
- Assisting with the development of newsletters and other communications tools.

About Clean Fuels Ohio

Clean Fuels Ohio (CFO) is a statewide non-profit organization which is located at 530 W. Spring Street in Columbus, just outside of downtown. CFO strives to improve air quality and health, reduce environmental pollution, and strengthen Ohio's economy by increasing the use of cleaner, domestic fuels and technologies. Visit us at CleanFuelsOhio.org.

How to Apply

Send a cover letter, your resume and any relevant examples of your work to:
Deanna@CleanFuelsOhio.org. **Applications are due by February 8.**