

World Trade Center (WTC) Utah
Fall 2020 MarComm Internship
Applications Due: **Tuesday, June 30, 2020**

Overview: WTC Utah is at the heart of Utah's international business community. Our mission is to promote prosperity across the state by attracting investment and increasing exports. WTC Utah accomplishes this mission through three key objectives: help Utah companies add customers, increase revenue and create jobs by selling internationally; promote Utah as a premier destination for international companies to establish operations and create jobs, and expand Utah's global position by hosting international dignitaries and leading Utah delegations abroad.

Internship Overview & Opportunities: WTC Utah internship positions offer an array of professional experience in a fast-paced and rewarding environment. Interns will interface directly with clients and partners in the public and private sectors, and will have the opportunity to contribute to expanding Utah's global reach through meaningful responsibilities and tasks.

Intern Responsibilities May Include:

- Draft press releases, letters, and other written documents
- Monitor and update WTC Utah's social media accounts
- Design promotional materials
- Assist with event logistics support and marketing of events
- Document and photograph WTC Utah events
- Assist with website updates
- Coordinate WTC Utah training video projects
- Other duties as assigned

Qualifications:

- Currently pursuing a bachelor or master's degree in communications, PR, business, government, international or related fields
- Proficient in Microsoft Products (i.e. Excel, PowerPoint, Word)
- Experience with Adobe Creative Suite
- Consistent demonstration of responsibility and initiative
- Creative problem-solving abilities and attention to detail
- Ability to complete tasks on time and with high quality

Internship Duration:

Fall Internships (full-time or part-time offered) – August - December

Internship Hours and Stipend:

*Part-time Internships = 15 - 20 hours per week, hourly pay

Full-time Internships = 35 - 40 hours per week, hourly pay

*Flexible schedules to accommodate class requirements



To Apply:

Please email the following documents to WTC Utah MarComm Director of Grants, Julia Pappas:
jpappas@wcutah.com:

- Resume
- Writing Sample
- Digital Portfolio (optional)