

Company Name: Jackson Hole Travel & Tourism Board

Internship Description:

Assist Executive Director in day –to- day operations. Intern will assist director in producing documents, maintaining records, attending marketing meetings, and general organization. Primary responsibilities will be updating metrics for annual report and creating quarterly newsletter.

Brief overview of company:

The Jackson Hole Travel & Tourism board is responsible for promoting Jackson Hole and Teton County in the shoulder seasons of Fall, Winter and Spring. The JHTTB manages 60% of the lodging tax funds collected, to promote Teton County in a manner consistent with shared values of the community.

Benefits to intern:

The intern will learn about destination marketing, including digital advertising, social media management and traditional advertising, managing budgets, community events, working with a public board, and public meetings.

Requirements:

The ideal candidate is a marketing, communications or business major with strong social media skills, excel skills and comfortable using a Mac and PC. Candidate must have strong organizational skills.

Time commitment:

4 hours/3 days per week.

Time Period: Fall/Spring/Summer/ Year round:

Summer or year round if available

Intern work hours (minimum number of hours or days per week, or work schedule):

4 hour, 3 days per week. Preferably mid week, Tues-Thurs.

Position is paid/unpaid:

Unpaid with stipend

Housing not provided

Procedure for submitting application:

Email: lodgingtax@tetoncountywy.gov

Contact: Kate Sollitt, Executive Director