

Fells Point Development Corporation
Marketing Intern
Scope of Work

The Fells Point Development Corporation is seeking a marketing intern assist with planning and marketing events in Fells Point. The Fells Point Development Corporation is the non-profit Main Streets program for Fells Point, working with local businesses to help revitalize the historic commercial district. This is an exciting opportunity to work in a great Baltimore neighborhood. For more information, visit www.fellspointdevelopment.com

Job Duties include:

- Attend all promotions committee and related sub committee meetings, provide follow up to actions as needed
- Develop Fells Point map
- Produce and distribute weekly “Get to the Point” email blasts promoting Fells Point related events
- Coordinate with Fells Point Visitors Center, BACVA, Waterfront Partnership and other stakeholders to explore and develop additional marketing avenues for Fells Point
- Maintain and update email distribution list
- Work with Artloop subcommittee, attending meetings and assisting with follow up
- Work with incoming Promotions Committee chairperson to develop annual workplan
- Write and distribute press releases for events as needed
- Update FPDC website
- Maintain and update FPDC media contact list
- Assist with preparation of monthly and quarterly reports on promotions committee achievements
- Assistance in preparing special events marketing materials such as posters, banners and postcards
- Other duties as needed

Qualifications

- Marketing/public relations background
- Basic computer skills
- Enthusiastic and energetic
- Excellent interpersonal skills

This position is part time, with flexible hours, initial period if from late August through December with the possibility of extending through spring 2008. Position reports to the Executive Director.

A stipend may be available for qualified applicants.

Please send resumes and letters of interest to info@fellspointdevelopment.com