

King of Prussia District seeks a motivated and skilled **Marketing/Public Relations Intern** with an interest in business and/or nonprofit management. King of Prussia District is a 501(c)(3) nonprofit that engages public and private partners to collaboratively improve the economic environment in King of Prussia by making it more vibrant, attractive and prosperous. The Marketing/PR Intern will assist with elevating and enhancing King of Prussia's profile through marketing, communications and special events, and reports to the Director of Marketing and Communications and Digital Marketing Associate. The Marketing/PR Internship is 10 hours/week for 10 weeks and pays \$10/hour.

**Responsibilities Include (but are not limited to):**

**Special Events**

Assist with planning and marketing King of Prussia Restaurant Week & KOP Shops for CHOP, Rock Your Lunch Summer Concert Series, KOP Beerfest Royale and/or business networking events.

**Social Media**

Research and develop creative and engaging content for King of Prussia District's Facebook, Instagram, Twitter and LinkedIn accounts.

**Media Relations**

Assist with calendar listings, draft press releases and outreach to media.

**Writing and Editing**

Write and edit copy for the web, print collateral, presentations and reports.

**Additional Responsibilities**

Database support and general administrative support.

**Requirements:**

- Ability to show initiative, multi-task, prioritize and meet deadlines
- Strong work ethic and attention to detail
- Excellent communication and organization skills
- Excellent writing and editing skills
- MS Office familiarity
- Any Adobe Creative suite experience a plus

Students working towards a degree in marketing, public relations, communications or social media are highly encouraged to apply. Prior work/internship experience is also a plus.

**To Apply:**

Interested applicants should email a resume, cover letter and availability to Rachel Ammon at [Rachel@kopbid.com](mailto:Rachel@kopbid.com). No phone calls, please.