



NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT

Job Description

JOB TITLE: Marketing Intern

RANGE SALARY: \$12-\$15 per hour, depending on qualifications and experience

JOB DESCRIPTION: This is a part-time, temporary position located in Santa Fe. This position will assist the North Central New Mexico Economic Development District (NCNMEDD) with storytelling activities, including content development and social media and website maintenance.

NCNMEDD Interns are students pursuing an associate's or bachelor's degree in fields related to NCNMEDD programs. Interns are not eligible for retirement or medical benefits. This position requires a highly motivated and responsible individual with good time management skills who can work on special projects and perform repetitive tasks as necessary. The candidate must be a self-starter capable of performing work with minimal direct supervision.

EXAMPLES OF WORK

- Develops stories, articles and press releases
- Develops graphics and infographics in a variety of media
- Takes and edits photos
- Develops and maintains NCNMEDD social media presence
- Maintains and updates content of NCNMEDD website
- Other duties as assigned or necessary to meet the goals and objectives of NCNMEDD

QUALIFICATIONS AND SKILLS REQUIRED

- Intern must be enrolled and in good standing at a two or four-year New Mexico institution of higher education
- Graphic design skills
- Strong writing skills
- Photography skills
- Strong computer skills, including with MS Office Suite programs particularly MS Excel
- Valid New Mexico driver's license that will allow the Intern to travel if required

KNOWLEDGE AND ABILITIES

- Ability to make good, sound-judgment decisions
- Ability to assess and prioritize multiple tasks, projects and demands
- Ability to establish priorities
- Knowledge of problem-solving techniques
- Ability to interpret and apply agency policies and procedures
- Ability to complete tasks within deadlines
- Maintains effective working relationships with NCNMEDD staff, contractors, and Board members
- Good oral and written communication skills
- Ability to communicate well with the general public
- Ability to develop a reasonable understanding of agency programs
- Ability to work and perform in conflict/crisis environments

- Demonstrates behavior that maintains NCNMEDD's credibility, integrity, and positive image in the region

SUPERVISORY RESPONSIBILITIES

This is not a supervisory position.

PHYSICAL DEMANDS

This position requires basic physical demands for working in an office environment including, answering phone calls, sitting for long periods, using computers and other typical office equipment, driving a car/van, carrying documents, and walking.

TRAINING

No special training is required for this position. Standard training for all employees will be applied to this position as well as any training deemed beneficial by management in the future.

DECISION-MAKING

This position does not require decision-making responsibilities beyond those required in a typical day-to-day working environment.

COMMUNICATIONS

Reports to the Non-Metro Area Agency on Aging Director and interacts with NCNMEDD employees. The Intern may interact with contractors, New Mexico State agencies, Federal agencies, state, and local elected officials, the public, and private and/or corporate entities.

EQUIPMENT USED

Typical office equipment will be used such as computers, calculators, phones, copier/printers, projectors, and cars/vans.

WORK ENVIRONMENT

This position will work in a standard, smoke-free, indoor office environment with other staff.

CONDUCT

The North Central New Mexico Economic Development District (NCNMEDD) has a direct and vital impact on the quality of life for those we serve. Accordingly, the services we provide require honesty, impartiality, and fairness, and must be dedicated to the protection and promotion of the public health, safety, and welfare. As an employee and representative of NCNMEDD and its Board of Directors, all personnel are required to exhibit and practice the highest standard of honesty and integrity and must perform under a standard of professional behavior that requires adherence to the highest principles of ethical conduct in all aspects of the position.

STATEMENT OF UNDERSTANDING

I have read and understand the above position description. I assert that I am able to perform all stated functions of the position, meet the requirements of the position, will adhere to the conduct requirements and regular attendance, and will give complete service in equal value to compensation.