

## Marketing & Administrative Intern Position

### Bismarck-Mandan Young Professionals Network

#### About Our Organization

The Bismarck-Mandan Young Professionals Network (YPN) is a non-profit organization of over 200 young adults, ages 21-39, with the mission to enhance the cultural, professional, service and social opportunities for young professionals in the Bismarck-Mandan area. The YPN is a program of the Bismarck-Mandan Chamber of Commerce.

Our Leadership Team, the volunteers that govern the organization, consists of our Executive Team (Chairman, President and Vice President) and six action teams – Ambassador, Entrepreneur, Marketing, Professional Development, Service and Social.

As an organization, we host two to four member events each month and each action team hosts one team meeting per month.

#### Job Purpose

The **intern** is a crucial role within the YPN as the rest of the organization is made up strictly of volunteers. The intern is our only *paid* position. The intern is tasked with the administrative duties of the YPN, but handles much of our marketing efforts as well as a number of other projects, which he or she is expected to report in front of the Leadership Team on a monthly basis.

This position is a great opportunity to gain real world experience, meet influential professionals in the community, build leadership skills, and cultivate new, innovative ideas for the YPN and the community in general.

The intern will be expected to work roughly 15 hours a week.

#### Duties and Responsibilities

- A lead project will be determined through collaboration of the intern and assigned mentors (Chairman and senior co-lead of Marketing Team)
- Attend Leadership Team meetings (once a month), report progress on projects, and take meeting minutes - upload to Google Drive after meeting
- Monitor financials, accounts receivable and payable with the help of the Chief Accounting Officer at the Chamber. Reports should be generated when requested by Executive Team and Leadership Team
- Prepare the weekly e-newsletter in a timely manner
- Update the YPN website as needed including articles, events and images
- Post all job openings on the YPN website for our business partners within three (3) days of receiving them
- Design graphics, write/proofread content and prepare YPN materials such as our annual report using programs like Adobe Creative Suite

- The intern may be asked to help with marketing materials, lunches/dinners, printed materials, etc.
- Intern will be trained on Chamber accounting system and should be able to pull reports on membership numbers and set up on line payments as necessary for certain events
- Invoice business partners and members as necessary and report delinquent invoices to Executive Team once a month or as needed
- The intern will put all Chamber and community relevant events on the Google calendar and website calendar on a weekly basis or as they come up
- It is recommended the intern join one of the teams on a volunteer basis to gain more knowledge of the network
- The intern should attend YPN events on a regular basis and help as needed in event planning
- Mandatory events include: “All Hands Fall Kickoff” (September or October) -and- “Cinco de Mayo Annual Meeting” (May)
- Intern may be asked to run errands on occasion

### **Qualifications**

- Pursuing a degree in communications, marketing, or related field
- At least 21 years old (or soon to be) preferably
- Strong writing skills, not limited to press releases, articles, etc
- Graphic design experience preferred, including knowledge of Adobe Creative Suite
- Experience with Mailchimp and Wordpress preferred
- A strong knowledge of social media preferred
- Must be a self-driven individual
- A desire to improve your leadership skills
- A passion for the Bismarck-Mandan community
- We will ask to see a portfolio of some of the candidate’s experience (writing, design, etc.)

### **To Apply**

- To apply, email [info@ypnetwork.org](mailto:info@ypnetwork.org) with your cover letter and resume.