



HARTFORD

AREA DEVELOPMENT FOUNDATION

Position Title: Marketing & Communications Intern

Category: Business/Government/ Communications/Marketing

Location: Hartford Area Development Foundation
125 N. Main Ave
Hartford, SD 57033
www.hartford.life

Organizational Profile: The Hartford Area Development Foundation is an economic development organization based in Hartford, SD. Hartford is a growing community of 3,300 located 10 minutes west of Sioux Falls, SD.

The mission of the **Hartford Area Development Foundation** is to expand economic opportunities in the Hartford area by attracting new businesses and residents to further enhance the quality of life.

Position Description: The Marketing & Communications Internship offers the intern the opportunity for hands-on experience in economic and community development. The intern will participate and develop programs that help achieve the mission of the HADF and help execute the marketing campaign of the Foundation. Tasks may include: research, social media management, database management, digitization of files, creation of marketing materials, coordinating meetings and events, and other duties as assigned. He/she may also assist in hosting and developing relationships with businesses and prepare reports for the Boards of Directors as well as the City Council. Other duties:

- Assist in creating events/campaigns that achieve the mission of the Board
- Management of Instagram, Facebook, and Twitter profiles
- Execute the HADF's marketing campaign in conjunction with its marketing company
- Schedule Business Retention and Expansion visits with Hartford businesses
- Compile and reach out to list of businesses in Sioux Falls to raise awareness of Hartford
- Work with area businesses to learn more about their needs and how the HADF can be of assistance
- Brainstorm ways the HADF can help increase development in Hartford
- Find and write grants that assist in the accomplishment of the HADF's program of work
- Manage presence at the Turner County Fair (August 17th – 20th)
- Other duties as assigned by the Board or Director

Skills/Experience/Interest Required: Ideal candidates will be undergraduate students, preferably rising juniors or seniors, majoring in Business, Communications, Marketing, Government, or a related field with an interest in economic and community development. Candidates must be proficient in Excel, Word, PowerPoint, Facebook, Instagram, Twitter, and exhibit strong written and oral communication skills as well as the ability to multi-task and stay focused.



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Start Date/Schedule: The internship will take place during a ten week period in summer of 2020. Start date depending on availability through August. A full schedule during regular office hours is offered.

Compensation: A full time, paid, summer internship.

Apply: Send resume and cover letter to jesse.fonkert@hartfordsd.us or to Jesse Fonkert at 125 N. Main Ave, Hartford, SD 57033 by February 5, 2020. Questions may be directed to the email above or to 605-528-3338.