



TOURISM INTERN (Social Media)

Cedar Falls Tourism is seeking candidates interested in travel, storytelling and social media to assist with writing travel blogs and creating social media content about Cedar Falls. This is a short-term position up to 15 hours per week this summer paying \$10 per hour. Assignments may be related to public relations, social media, website, customer service, and office operations. This individual will report to the Manager of Cedar Falls Tourism and take general direction from and assist Tourism staff. Duties may include, but not be limited to, the following functions and potential projects:

- Research, write, and edit blog articles;
- Generate creative and engaging content for social media platforms, including Instagram, YouTube, and Facebook;
- Assist in the development and execution of social media campaigns;
- Assist with Panthers on Parade promotions;
- Office Assistance - Help staff and volunteers with phone calls and visitors;
- Attend Meetings - Attend tourism meetings with staff, thereby developing a network conducive to a professional job search

Position requires the completion of the 12th grade, or equivalent, successful completion of a post-offer, pre-employment physical and drug screen, background, and valid driver's license and good driving record to drive city vehicles. Strong writing, organizational, and communication skills preferred.

For consideration, submit a completed application (from the Finance & Business Operations Department in City Hall or www.cedarfalls.com/jobs) to: jobs@cedarfalls.com or mail to: City of Cedar Falls, FBO Dep't., Attn: T&V Intern, 220 Clay Street, Cedar Falls, IA 50613. Position will remain open until filled, but applications received by 4:30 p.m. on April 1st will receive first consideration. Proof of education or transcript(s) encouraged at the time of application and will be requested before interviews. Cover letter, resume and writing samples also encouraged. Questions may be directed to Jennifer Pickar at 319-268-4266 or jennifer.pickar@cedarfalls.com

Equal Opportunity Employer