



## ***Council for Quality Growth seeks interns***

The Council for Quality is a not-for-profit trade association representing the growth and development industry. The Council's broad based membership consists of a wide variety of business leaders that comprise the growth and development industry including architects, attorneys, banks, builders, contractors, developers, designers, engineers, land planners, regulators, utilities, and more.

The Council is committed to the belief that Atlanta's economic future and quality of life is highly dependent on continued, balanced, quality growth. To that end, the Council promotes market driven solutions to critical public policy issues that face the region and state.

The Council is currently seeking independent, dedicated individuals to serve in 2016 internships. Internships are typically 3-6 months 10-20 hours per week depending on the needs of the participant. Although our internships are unpaid, they offer learning opportunities and work experience in the realm of public policy development that affects the business world.

Interns will learn the ins and outs of sales, marketing, communications, public relations and event planning.

These internships are for dedicated, hardworking professionals who want to gain real world experience and possible course credits (*Note: Students seeking course credit should see their academic advisors/professors and have them to contact our office ASAP*). If you are looking for a better than average internship please contact Amanda Janaskie, Director of Membership and Programs, by calling (770)-813-3381, or via email at [aj@councilforqualitygrowth.org](mailto:aj@councilforqualitygrowth.org). Our office is located at 5901-C Peachtree Dunwoody Rd, Suite 500, Atlanta, GA 30328.

## **Membership & Marketing Intern**

### **Examples of Work**

- Assist in the development/updating of marketing and event collateral
- Help develop content and update the CQG website
- Brainstorm new innovative methods of delivering CQG's message
- Update mailing lists and CQG membership database
- Assist Director of Membership in membership correspondence
- Support CQG staff in planning and working meetings and events

### **Knowledge, Abilities and Skills Required**

- Completed or working toward a college degree, preferably in a related field (e.g., English, Marketing, Communications, Advertising or Public Relations)
- Understanding of the basic principles of marketing and event coordination
- Skilled in verbal, written, and interpersonal communications.
- Skilled in establishing priorities and ability to work independently with general instruction.
- Experience using desktop publishing and design software including Microsoft Publisher (Adobe Suite is a plus), in addition to experience with Constant Contact and Microsoft PowerPoint
- Knowledge of HTML and website content management, ideal but not required
- Ability to establish and maintain effective working relationships with Council membership, local, regional and state government, planning organizations, business organizations and strategic industry associations.

### **Compensation**

Although our internships are unpaid, they offer learning opportunities and work experience in the realm of marketing, event coordination, sales and public relations that affects the business world. Any expenses incurred will be reimbursed, including mileage for work related travel.

### **Hours and Office Expectations**

Marketing intern will work 10-20 hours per week depending on candidate's schedule. A regular schedule with normal working days and hours will be established. The intern may be required to attend events before and after normal business hours.