

# IPRA Internship - Summer 2017



## **Description**

The Indiana Park and Recreation Association advances healthy lifestyles and environmental stewardship by providing education, professional development, resources and advocacy. We are a non-profit organization dedicated to representing 900 park professionals throughout Indiana.

IPRA is seeking two to three interns to assist with planning and marketing our upcoming events and annual conference, which will be held in February 2018 at the Grand Wayne Center in Fort Wayne. The positions will also have some general office duties such as answering phones and responding to inquiries via email and social media.

Internships are available beginning in April or May, eligible for a \$1,000 stipend upon completion, and will run through the summer.

## **Responsibilities**

### **Marketing/Publications**

- Create and manage digital marketing calendar for events, charity golf tournament and annual conference, including development of emails and webpages
- Management of marketing database
- Create and maintain registration pages for events
- Assist in the development of membership recruitment marketing campaign
- Assist with production of magazine and publications

### **Event Planning**

- Work with leadership team to create and implement professional development and networking events
- Assist in planning the 2018 annual conference, including creating marketing campaigns to recruit expo hall vendors and new attendees
- Assist in planning/staffing the Indiana Park & Recreation Foundation charity golf outing
- Attend events (if permitted with class schedule)

### **Day to day business**

- Answering phones and email inquiries
- Taking minutes at meetings
- General office duties

## **Requirements**

Applicants should have an interest in non-profit management, marketing, and/or business.

Digital marketing design and the ability to assist with management of our website.

Training on how to manage the IPRA website and database will be provided.

This position also requires the ability to manage multiple projects simultaneously in a very small office and provide excellent customer service to IPRA members and the community.

Applicants must be available to work a minimum of 2 days and up to a maximum of 4 days per week between 9:00 AM and 4:00 PM Monday-Friday in our Carmel office.

## **Skills**

**Required** - Digital marketing, website administration, affiliate marketing

**Preferred** - Non-profit administration, general office skills

***To apply, email your resume to Lisa D. Nye, Executive Director at [lnye@inpra.org](mailto:lnye@inpra.org).***