

NTBA is seeking a part time internship. Applicants should be interested in learning how to plan and produce successful events and is interested in marketing and social media. Experience a plus, but not required.

Qualification requirements include:

- Must be available Friday evenings June 30 through September 1 (excluding August 11).
- Must be available Sunday July 3rd.
- Prefer someone 21 or older.
- High level of organizational skills and attention to detail.
- High proficiency of Microsoft programs and Google Apps.
- Marketing and Social Media Experience preferred but not required.
- Efficient time manager and ability to meet deadlines and follow through with timelines and work plans.
- Effective written and verbal communication skills.

Duties, responsibilities and projects to be performed by intern:

- Assist NTBA staff with special event production for Music on the Beach and July 3rd Fireworks in Kings Beach, CA.
- Event management, marketing and social media tasks. Event set up and breakdown, volunteer outreach and volunteer assignment and management, inventory and ordering, and security.
- Non-event work time primarily could be done remotely or at NTBA office.
- The intern will be required to lift, bend, carry loads (sometimes up and down stairs), standing for long periods of time, working outside in a four-season environment, and at times can be physically demanding.
- *Should intern have physical limitation concerns, please bring to NTBA staff's attention prior to acceptance of internship.*

Training is required and will be provided.

Hours up 20 hours per week.

Length of internship – 4 months: May, June, July, and August.

This is a non-paid internship.

If applicant is interested in a year-round internship, this is also offered and would include the following NTBA fundraiser events, Passport to Dining (in November), the Kings Beach SnowFest Parade (in March), Community Clean Up Day (in June).