

## **DDA Branding and Communications Support Intern**

The Downtown Development Authority (DDA) of the Village of Grass Lake is seeking an intern to work with a team to help develop and support DDA social media and coordination of brand elements. The candidate would work with members of the Village team, as well as connecting within the community, to ensure effective and timely communications to help market Grass Lake identity (brand), amenities, events and sense of community.

### **Responsibilities:**

- Work with a broad community group to coordinate brands among Grass Lake municipal organizations, the GL Chamber and other community groups and events.
- Work with the DDA staff to establish social media accounts on Facebook, Instagram and TikTok.
- Post content on social media sites and on the DDA website that supports our community branding and informs the public.
- Brainstorm ideas for engaging the community and for expanding interest in DDA sites.
- Monitor various social media platforms.
- Understand the community brand, the charter of the DDA and related aspects of service to the community.

Work schedule is flexible, but occasional evening or weekend hours may be required for meetings. Anticipate five to ten hours per week, with work through December 2023. Remote or hybrid.

### **Qualifications / Skills:**

- College or high school student
- Graphic design, marketing or branding interest and experience
- Social media and website content management
- Photography/simple video clips
- Communications
- Creativity
- Team player

***If interested, please send completed application (form on the website) to [j.muszynski@villageofgrasslake.com](mailto:j.muszynski@villageofgrasslake.com). Resumes /cover letters will be accepted but are not required.***