



**POSITION:** Marketing Intern  
**SALARY:** \$15-\$18 per hour  
**DATE OPEN:** January 31, 2022  
**DATE FILLED:** Until filled

**POSITION SCOPE:**

Marketing Intern is a seasonal, part-time position beginning in February and concluding in August. The position is designed to offer individuals a real, hands-on experience working in the Marketing Industry. The schedule is flexible and starts at approximately 15-25 hours per week from February through May, then increases to 35-40 hours per week during our annual Fair (June 17-July 10). Working early, late and/or weekend shifts as needed is required. Responsibilities include providing support to the Marketing Team in a variety of efforts related to the marketing and promotion of the annual Alameda County Fair. A qualified candidate will be organized, detail-oriented, deadline-conscious and able to multi-task.

We are looking for a dedicated team player with great people skills and a “can-do” attitude.

**RESPONSIBILITIES:**

- Support the Marketing Department in day-to-day operations
- Assist with contests & promotions
- Assist in the implementation & analytics of the overall Social Media Campaign
- Assist Graphic Designer with Daily Schedule of Events
- Create labels, tags, documents, etc. as needed
- Assist with promotional mailers & raffle prizes
- Order & monitor supply of promotional giveaway items
- Prep supplies for events
- Community Relations at public events to promote the Fair (requires weekend and evening shifts periodically)
- Process media partner tickets
- Manage media/VIP parking list
- Host onsite media representatives during Fair
- Set up/manage Meet & Greet sessions at nightly concerts
- Other duties as assigned

**QUALIFICATIONS:**

- Excellent organizational skills
- Team player
- Detail oriented
- Ability to multitask
- Ability to work independently in a fast paced environment
- Proficient in Microsoft Office Suite, Dropbox, Facebook, Instagram, Twitter, Snapchat, You Tube
- Excellent communication and writing skills
- Public Speaking
- Ability to lift up to 30lbs.

Alameda County Fair Association, a non-profit organization, is an Equal Opportunity Employer and encourages all qualified persons to apply.

Send resumes to [jobs@alamedacountyfair.com](mailto:jobs@alamedacountyfair.com) or to Traci Brumm, Alameda County Fair Association, 4501 Pleasanton Avenue, Pleasanton Ca. 94566 or Fax (925) 426-5192