

INTERNSHIP OPPORTUNITY – Franco-American Centre (Manchester, NH)

Marketing / Communications Intern

Immediately Available: Fall / Spring / Summer Sessions

COMPANY DESCRIPTION

The Franco-American Centre (FAC) is a 501(c)(3) organization dedicated to preserving and promoting French language culture and heritage. Located on the campus of St. Anselm College in Manchester, the FAC offers French language classes, movies, art exhibits, performers, guest speakers and cultural events.

POSITION DESCRIPTION

The FAC is currently seeking a **Marketing / Communications Intern** to assist with organizing and promoting events through a variety of methods. The intern will gain hands-on experience at event coordination and promotion, beginning with development of the event concept, determination of target audiences and conception / generation of effective online and hard-copy promotional materials.

RESPONSIBILITIES

The intern will be responsible for the following tasks:

1. Actively participate in all aspects of coordination and promotion of varied cultural events
2. Maintain accurate databases of participants, vendors and key contacts for events
3. Generate, in collaboration with staff and volunteers, promotional tools including, but not limited to, press releases, flyers, videos and web-based communications
4. Communicate effectively with members, board and media, via phone and in person
5. Other tasks related to organization activities, as assigned

DESIRED SKILLS

Interested candidates should possess:

- Enthusiastic, positive and creative approach to projects
- Basic understanding of Microsoft Office applications (e.g. Word, Excel, PowerPoint)
- Solid demonstrated communication skills, both verbal and written
- Interest in promoting French language and culture
- Some knowledge of French (spoken and/or written) and social media preferred

APPLICABLE MAJORS

French, Liberal Arts and Business majors are well suited for this role. Other candidates who demonstrate requisite skills will be considered.

COMPENSATION

There is no compensation for this position. Credit may be arranged through the school's internship office.

FOR MORE INFORMATION

Visit www.facnh.com or contact John (jtousignant@facnh.com)