

NOW HIRING

TOURISM INTERN (DIGITAL CONTENT AND TOURISM MARKETING)



Cedar Falls Tourism is seeking an organized, detail-oriented **Intern** interested in travel, storytelling, social media, and digital marketing. This position helps keep Cedar Falls Tourism's website, event listings and content fresh, accurate and useful for visitors and residents.

This is a short-term position up to 15 hours per week this school year paying \$12 per hour. Assignments may be related to public relations, social media, website, customer service, and office operations. This individual will report to the Manager of Cedar Falls Tourism and take general

direction from and assist Tourism staff. Duties may include, but not be limited to:

- Add, update and organize restaurant, shopping, attraction and lodging listings in the website content management system.
- Create trip itineraries and other digital marketing content for social media use.
- Visit local businesses, attractions and events to take basic photos for website and social media use.
- Help staff and volunteers with phone calls, visitors and basic office needs.
- Attend tourism meetings with staff and build connections in the Cedar Falls community.
- Assist with occasional special projects as assigned.

What We're Looking For:

- Strong attention to detail and accuracy.
- Good writing, proofreading, organizational and communication skills.
- Comfortable learning new technology and website tools.
- A good eye for basic photography and visual content.
- Dependable, organized and able to work independently.
- Interest in tourism, hospitality, marketing, communications, digital media, photography or a related field.

Position requires the completion of the 12th grade, or equivalent, successful completion of a post-offer, pre-employment physical and drug screen, background, and a valid driver's license and good driving record to drive City vehicles.

For consideration, apply online at <https://www.cedarfalls.com/jobs> (preferred) or print and complete an application from the above link and email to Jobs@cedarfalls.com or provide to Cedar Falls City Hall by mailing or delivering to: City of Cedar Falls, Finance & Business Operations Dept., Attn: Tourism Intern, 220 Clay Street, Cedar Falls, IA 50613. Position will remain open until filled, but applications received by 4:30 p.m. on Monday, October 12th will receive first consideration. Questions may be directed to Jennifer Pickar at 319-268-4266 or jennifer.pickar@cedarfalls.com

EQUAL OPPORTUNITY EMPLOYER

