



MARKETING INTERN

Spark Central is your connection to creative destinations of all kinds. We are a community gathering place and creative learning center where people of all ages can access our high-speed Internet (1,000 Mbps), technology, rich and imaginative programming, and a curated book and media collection. Building on our neighborhood's rail yard roots, Spark Central is at the junction between where people are, and where they want to go.

One of the key ways we foster creativity and future success is by infusing writing, reading, and communication skills into our dynamic menu of programs for adults, teens, and kids. We believe these skills are the foundation of future success in the Information Age, where the jobs of tomorrow haven't been created yet. From learning to write code to learning to write a story, we offer community members a one-way ticket to growth and opportunity.

Spark Central is looking for a Marketing Intern to support our outreach into the West Central neighborhood and the broader Spokane community. This position is unpaid or for college credit only. Applicants seeking college credit are responsible for submitting necessary information fulfillment requirements to Spark Central.

COMMITMENT

Please note that we're flexible and willing to work around an existing commitment.

Summer: Late June, July, and August; 10-15 hours a week as available

Academic year: One or more semesters; 10-15 hours a week as available

DESCRIPTION

The Marketing Intern is someone who has a passion for community, designing experiences for others, and event planning. They love meeting new people, building community connections, and enjoy being out and about in the community. They are comfortable working with a variety of ages and are action-oriented.

Interns also complete a project of passion during their internship that benefits Spark Central and its patrons. This could include developing an outreach/marketing project, taking a lead role in an existing project, or designing a new system based on marketing.

RESPONSIBILITIES

The Marketing Intern will work with the Spark Central Creative Team to plan and execute marketing campaigns, development-related events, publicity for our programs and space, and more. The Marketing Intern to support our outreach and marketing to the West Central neighborhood and the broader Spokane community, including networking, neighborhood engagement, literature distribution, social media, pop-up neighborhood programs, and more. Part of each intern's schedule will be tailored to your specific talents and area of study.

DESIRED QUALITIES

The ideal Marketing Intern is someone who is not afraid to jump into the fray and make stuff happen. They relate well to youth as well as adults and are inspired by helping them find the best ways to learn. We seek someone who takes great joy in teaching others, loses track of time in this pursuit, has a nuanced, intelligent sense of humor, and the ability to work in a fast-paced environment without losing their cool. This person understands the importance of detail and appreciates the use of the Oxford comma.

Other qualities include:

- Outgoing individual who has experience working with people of diverse cultures and a variety of ages
- Responsible self-starter; task and detail-oriented
- Experience with robotics, coding, and/or other technology
- Comfort with both Mac and PC interfaces
- Strong verbal and written communication skills
- Above-average—bordering on exceptional—organizational skills
- Has patience, stamina, and flexibility to work in a busy, active environment with interruptions
- Reliable—good at watching the time

PERKS

As an intern at Spark Central, you'll connect with a wide variety of talented people in our community, learn new skills, and have a hand in pulling off our dynamic programs. Internships are also a fabulous way to get experience in the field. We also offer interns:

- Free entrance to adult workshops under \$40 during your internship
- A letter of recommendation upon successful completion of you internship

HOW TO APPLY

Please email a resumé and letter of interest to kate@sparkwestcentral.org. In your letter, tell us why you are interested in the Marketing Internship and what you believe you will bring to Spark Central.