

## **Marketing/Event Planning Internship**

Fields Corner Main Street is seeking a part-time intern in our Dorchester, Massachusetts office to assist in coordinating our gala fundraiser, Dancing with the Stars of Boston. This hands-on internship includes extensive event planning and marketing exposure for a highly motivated individual. Dancing with the Stars of Boston features several notable Boston personalities, teamed up with professional dance partners in a competition in June 2008.

### **The responsibilities of this position include:**

- Research and contact potential in-kind donors.
- Disseminate press releases and make follow up calls to media outlets.
- Assist with coordination of event logistics.
- Coordinate and track event registrations.
- General office/administrative tasks, such as assembling mailings.

### **Requirements:**

This internship requires a minimum of 10 hours per week, some evening hours possible. Desired skills include: strong communication and marketing skills, ability to work independently and in groups, creativity, enthusiasm, and familiarity with Microsoft Office. Desired experience includes: public relations, marketing, or event planning coursework.

### **Application:**

Interested applicants should send their resume with a letter explaining their qualifications by March 15 to:

Evelyn Darling, Executive Director  
Fields Corner Main Street  
1452 Dorchester Avenue, 2<sup>nd</sup> Floor  
Dorchester, MA 02122  
Email: [FCMS@fieldscorner.org](mailto:FCMS@fieldscorner.org)  
Fax: 617-822-3613

Fields Corner Main Street (FCMS) works to make the Dorchester commercial district of Fields Corner stronger and livelier. FCMS provides design and financial assistance for improving storefronts, works on streetscape beautification, conducts market research, recruits new businesses to the neighborhood, and markets the area as a vibrant and unique place to shop, eat, live, and work.