



Job Title: Event Planning and Marketing Internship

Salary: Unpaid

Location: Our downtown office at 118 Broadway, Suite 621, San Antonio, TX 78205

Contact: Christine Chapa at 210-354-0236 or cchapa@solarsanantonio.org

Internship Summary:

Intern with a fun company & enjoy your work! This is an unpaid internship that will provide hands on training for event planning and marketing. We're a non-profit renewable energy advocacy organization seeking a fun, enthusiastic person who is upbeat and pursuing a career either in renewable energy or marketing. For more information on Solar San Antonio please visit our website, www.solarsanantonio.org.

What You Will Do:

We have two important events in May 2010 that we will be coordinating, Solar Fest on May 1st and our annual fundraising Luncheon on May 19th. We will need assistance with the following tasks:

- Updating the content on our website and other social media sites.
 - Facebook, Twitter, Myspace, LinkedIn, Digg, and others
- Help make follow-up calls to potential Solar Fest vendors and Luncheon sponsors and guests.
- Assist in tracking registered Solar Fest vendors and Luncheon sponsors and guests.
- Advertise events online in community calendars and other public websites
- Help in contacting local media for event coverage
 - Drafting press releases, using email marketing to distribute information, help in obtaining radio coverage, follow-up calls to media
- Contact elected officials and universities to request coverage in their newsletters
- Create event presentation to air on public access television (PowerPoint)
- Communicating with Clear Channel for billboard advertising
- Help in securing a keynote speaker for Luncheon
- Help ensure other general event details are organized and met

Preferred Qualifications:

- Experience in event coordination or displays a good work ethic
- Experience in writing for newsletters, web, or other media channels
- Proficient use of PowerPoint, Adobe, Excel, Dreamweaver, and the Internet