

## **Event Planning Internship**

Fields Corner Main Street is seeking a part-time intern in our Dorchester, Massachusetts office to assist in coordinating our annual fundraiser, “Martinis on the Avenue” and our holiday events, including a window display contest. This hands-on internship includes extensive event planning and marketing exposure for a highly motivated individual. Fields Corner Main Street is similar to a small chamber of commerce and our mission is to bring about a more vibrant community through a successful small business district.

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

- Assist with coordination of event logistics.
- Engage local merchants and encourage their participation.
- Disseminate press releases and make follow up calls to media outlets.
- 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. Schedule, including start and end dates, is flexible. 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.

### **Application:**

Interested applicants should send their resume with a letter explaining their qualifications by September 30, 2011 to:

Evelyn Darling  
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 assistance to local businesses to improve their storefronts and grow their businesses; coordinates events and activities to promote the district; advocates for infrastructure improvements and 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.