

Position Announcement

Marketing & Event Planning Intern

Minnesota Counties Computer Cooperative (MnCCC)

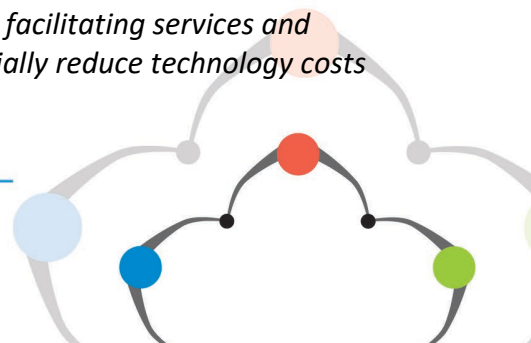
The Minnesota Counties Computer Cooperative (MnCCC) has an opening and is accepting applications for a Marketing Intern. We are seeking an enthusiastic, self-motivated person who is willing to contribute to the needs of the organization actively and creatively. This is a part-time, paid position **from February 29, 2024, through June 21, 2024.**

The main purpose of the intern's position is to assist with the MnCCC Annual Conference, held in Alexandria, MN, along with processes leading up to the event. The intern will be expected to work directly with MnCCC staff to provide quality marketing content, assist in preparing for and managing our annual conference in June, and help with post-conference items, such as mailing, analytics, and marketing for the 2025 conference. The intern position will be a great opportunity for insight into working with a small staff to accomplish the various and ever-changing goals of this organization.

The intern will be expected to practice strong interpersonal communication skills. The intern's schedule will be Tuesday-Thursday between 9 am and 3 pm and will be built around the individual's availability. This position will help develop adequate marketing and event planning skills, both in print and digitally. Applicants will be expected to use Microsoft Office, preference given to working knowledge, though training can be provided. along with usage of graphics and online calendar building. While the intern will always have access to the mentorship of the Executive Director and other staff members, one's ability to be self-motivated is crucial to success in this position. MnCCC's team is very collaborative and relies on both independent work and teamwork. It is expected that the intern be flexible and competent in both areas.

Applicants must be at least 18 years of age and have at least a high school diploma. Applicants must have a valid driver's license, along with access to transportation to and from the MnCCC office. Applicant may be subject to a background check at the discretion of the MnCCC staff. All job offers are conditioned on the candidate being fully vaccinated against COVID-19, subject to the reasonable accommodation provisions of [Title VII and the ADA and other EEO considerations](#). The intern may be required to show proof of vaccination on or before the first day of employment. Religious and medical exemptions or reasonable accommodations will be considered upon request as required by applicable law.

It is key for any member of our organization to be passionate about maintaining, contributing to, and furthering the mission of MnCCC; *Established in 1978, Minnesota Counties Computer Cooperative (MnCCC) works with all Minnesota Counties as a joint powers organization facilitating services and training, providing software and other cost-effective measures to substantially reduce technology costs for counties, cities, and agencies.*



If you feel this internship will assist you in moving forward in your career path and that you can add value to the organization with your promotional and interpersonal skills, we highly encourage you to apply! To request an application and apply, please contact Emily Wick, MnCCC's Marketing and Membership Specialist, at emily@mncccc.gov. We require a resume and cover letter to be attached to the application, though sending these items without an application will not be accepted. The selection method and rate of pay will be based on prior experience. Final selection will include an in-person interview, assessment of prior experience, and a thorough evaluation of whether the applicant aligns with the staff and goals of MnCCC. This position remains open until filled, **with a priority deadline of February 22, 2024**.

MnCCC is an Equal Opportunity Employer. We do not discriminate any employees, members, or vendors on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit-based factors.