



## INTERNSHIP

### **Economic Development San Marcos San Marcos Chamber of Commerce**

Location: 202 N. CM Allen Parkway, San Marcos, Texas

How to Apply: Contact Amy Madison or Rosemary Suniga at (512) 393-5900 or forward resume and letter of interest to [rosemarys@sanmarcostexas.com](mailto:rosemarys@sanmarcostexas.com)

General Description:

This is a paid internship (\$8.00 per hour) with Economic Development San Marcos, a public-private partnership located in the San Marcos Chamber of Commerce that provides professional economic development services for the City of San Marcos. Interns receive experience working with business, industry, and non-profit organizations to retain, recruit, and expand job opportunities for the City of San Marcos residents. Tasks and assignments will be in the following areas of interest:

- Marketing research / analysis including calls to pre-qualify clients for marketing trips
- Preparation of materials for boards, committees and City Council
- Database development and research analysis
- Business retention and expansion programming
- Business communications and public relations
- Event planning and facilitation
- Webpage development

The work schedule is flexible to accommodate class schedules. It may start at any point during a semester if approved by the University Internship Advisor and Economic Development San Marcos Director.

Minimum Requirements:

- Junior, Senior or graduate student
- Coursework in business management, finance, marketing, economics, public administration, political science, or sociology
- Student interested in economic development, business marketing or marketing research
- Proficient in Microsoft Office Professional, Contributor or other webpage software, and Adobe products