



POSITION ANNOUNCEMENT

Marketing & Graphic Design Intern

Deadline for Application: April 26, 2024

Cooperative Educational Service Agency 10 (CESA 10) is looking for an individual to serve as a limited-term (approximately June, 2024 – December, 2024) part-time (25-40 hours/week) Marketing & Graphic Design Intern based in the Chippewa Falls office. The Marketing & Graphic Design Intern is primarily responsible for assisting the marketing team in the Facilities Management Department however, will at times provide marketing support to the various departments as assigned within the agency. This position will primarily be responsible for standardizing customer communications, promotional materials, and special programs for energy advisors that support achievement of department goals. Duties and responsibilities will vary in relation to agency and Facilities Management focus, goals and assigned functions.

Candidates are required to have a High School diploma, be working towards a degree in Marketing, Public Relations or Communications, be proficient in the use of the Adobe Creative Suite and Microsoft Office Suite, and be comfortable using a variety of applications and tools for task management. Experience in assisting with event coordination and planning is preferred but not required. Also, willingness to work a hybrid (remote and on-site) schedule.

Related Skills:

- Excellent oral and written communication skills
- Ability to work collaboratively with others at all levels and good human relation skills
- Flexibility
- Self-directed
- Skilled in the use of the Internet for information retrieval

Performance Responsibilities:

- Assist with updating collateral for Focus on Energy program and submit to Administrator for approval
- Manage file of existing approved presentations, assist team members in developing new presentations and submit new presentations for approval
- Coordinate participation at conferences and events, review materials and display pieces, and coordinate booth set-up and coverage
- Assist with preparation of monthly reports on program activities for the Focus on Energy Administrator
- Aid in coordination and development of content for radio and other media outlets
- Perform grammar and content review of all Facility Audits and other customer reports
- Assist with email and web content development to promote offerings and trainings
- Assist with Environmental training and certification software

Complete job description information is located at: <https://www.cesa10.k12.wi.us/employment> - Facilities Management

[Why You Want To Work At CESA 10 Video](#) – Check it out!

This is a part-time, limited-term position with a competitive wage. Interested applicants should send cover letter, resume, and letters of recommendation to lmcmahon@cesa10.k12.wi.us . Deadline for applications is April 26, 2024.

**Human Resources
725 W Park Ave, Chippewa Falls, WI 54729**

It is the policy of CESA #10 to afford equal opportunity for employment to all individuals regardless of age, race, religion, color, sex, national origin or ancestry, handicap, physical condition, developmental disability (as defined in S.51.01(5)), arrest or conviction received (in keeping with S.111.32), sexual orientation or marital status.