

Marketing & Administration Internship at Main Street Hanover

Location: Main Street Hanover, PA

Position: Marketing & Administration Intern

Type: Part-Time, Internship (Flexible hours)

Duration: 3-6 months (with potential for extension)

About Us:

Main Street Hanover is a community-focused organization dedicated to promoting the vibrancy and economic vitality of downtown Hanover. We work with local businesses, community leaders, and residents to create a thriving downtown area through events, marketing, and revitalization efforts.

Position Overview:

We are seeking a creative and motivated Marketing & Administration Intern to join our team. This position is ideal for a high school or college student with a passion for marketing, social media, and community engagement. As an Intern, you will gain hands-on experience in digital marketing, event promotion, and community outreach, while contributing to the growth and success of Main Street Hanover.

Key Responsibilities:

- Assist in the creation and scheduling of social media content across platforms like Instagram, Facebook, and Twitter.
- Support the development and distribution of marketing materials, including flyers, newsletters, and email campaigns.
- Help organize and promote community events, working closely with local businesses and vendors.
- Conduct market research to identify trends and opportunities to enhance our marketing strategies.
- Engage with the community by responding to inquiries and interacting with followers on social media.
- Assist in updating and maintaining the Main Street Hanover website.
- Participate in brainstorming sessions to generate fresh ideas for promoting downtown Hanover.

Qualifications:

- Currently enrolled in high school or college (preferably in marketing, communications, or a related field).
- Strong interest in marketing, social media, and community engagement.
- Excellent written and verbal communication skills.
- Familiarity with social media platforms (Instagram, Facebook, Twitter, etc.).
- Creative mindset with the ability to generate new ideas.
- Ability to work independently and as part of a team.
- Detail-oriented with strong organizational skills.
- Basic knowledge of graphic design tools (e.g., Canva) is a plus.

Benefits:

- Gain valuable hands-on experience in marketing and community outreach.
- Build a portfolio of work that can be showcased to future employers.
- Networking opportunities with local business owners and community leaders.
- Flexible hours to accommodate your school schedule.
- Opportunity to make a meaningful impact in the Hanover community.

How to Apply:

Interested candidates should submit their resume and a brief cover letter explaining their interest in the internship to mt Tyler@mainstreethanover.org.

Please include examples of any previous marketing work or social media accounts you have managed, if applicable.