



Position Summary

The Fredericksburg Regional Alliance at the University of Mary Washington (FRA), located in Eagle Village, is seeking a qualified Fall 2022 intern to assist with research as well as creating marketing materials.

An intern should be prepared to work in a small nonprofit (501c(6)) environment and finish the internship with a basic understanding of marketing the region for economic development purposes and how to create and execute professional marketing materials and events.

Responsibilities

- Assist with the creation and execution of events hosted by the FRA
- Assist with the creation and distribution of mass mailings
- Assist in the creation of promotional materials for marketing
- Assist in the creation of presentations for the President
- Provide support to social media efforts including Instagram, LinkedIn, Facebook
- Other duties to be determined by needs of the organization

Requirements

FRA is looking for an undergraduate student from the University of Mary Washington who is majoring in Communications, Marketing, Business Administration or a related field. This person should have excellent verbal, written communication, and organizational skills. Experience with PowerPoint, Excel, Canva, and other graphic design software is desirable. This internship is for the fall 2022 semester but could continue into the spring if the candidate is interested.

Transportation

The FRA office is within walking distance of UMW (located in Eagle Village). A vehicle is not required for this position.

Compensation

This position will be compensated based on hours worked. FRA will also work with UMW to coordinate academic credit.

To apply: Email resume to FRA Business Development Manager Rose Maddox at rmaddox@fredregion.com