



**Job Title:** Winter Intern

**Location:** On-site at 128 North Main Street, Mansfield, OH

**Organization:** Downtown Mansfield, Inc. (DMI)

## **Overview:**

Downtown Mansfield, Inc. (DMI) is seeking a motivated and enthusiastic **Winter Intern** to assist with the planning, coordination, and promotion of holiday events in downtown Mansfield. The intern will play a key role in managing the **Tiny Tim Children's Shoppe**, supporting community events, and marketing various holiday activities throughout the winter season.

This paid internship offers a great opportunity to gain hands-on experience in event management, marketing, and community engagement while contributing to the vibrant holiday atmosphere of downtown Mansfield.

## **Internship Duration:**

November 2024 – January 2025

**Hours:** 25-30 hours per week

**Compensation:** \$13/hour

## **Key Responsibilities:**

- **Tiny Tim Children's Shoppe Management:**
  - Assist with the day-to-day operations of the Tiny Tim Children's Shoppe, a unique holiday experience for children to shop for affordable gifts.
  - Coordinate volunteer schedules, manage inventory, and ensure the shop runs smoothly throughout the holiday season.
- **Event Coordination:**
  - Help plan and execute holiday events, such as tree lighting ceremonies and seasonal pop-up markets.
  - Assist with the setup and breakdown of event venues, ensure smooth event flow, and engage with the public during activities.
- **Marketing and Promotion:**
  - Support DMI's marketing efforts by creating social media content, posting regular updates, and promoting holiday events through various platforms.
  - Assist with the creation of flyers, event signage, and other promotional materials.
- **Community Engagement:**
  - Work with local business owners, volunteers, and the public to promote a positive downtown holiday experience.
  - Participate in meetings with stakeholders to discuss event planning and logistics.

## **Required Skills and Experience:**

- Strong organizational skills and ability to multitask in a fast-paced environment.
- Interest in event planning, marketing, and community development.

- Experience with social media platforms and content creation.
- Excellent communication and teamwork skills.
- Ability to work independently and take initiative.
- Flexible availability, including some weekends and evenings during event dates.

### **About Downtown Mansfield, Inc. (DMI):**

Downtown Mansfield, Inc. (DMI) is a nonprofit organization dedicated to the revitalization and economic development of Mansfield's historic downtown district. By focusing on design, promotion, organization, and economic vitality, DMI aims to transform downtown Mansfield into a vibrant hub for community life, business, and entertainment. More information can be found at [www.downtownmansfield.com](http://www.downtownmansfield.com).

### **Application Process:**

Interested candidates should submit a resume and a brief cover letter explaining their interest in the position and relevant experience. Resumes and cover letters can be sent to **[jenniferk@downtownmansfield.com](mailto:jenniferk@downtownmansfield.com)**.

Applications will be accepted through **November 15, 2024**.