



*Richland County Foundation/Rupp Fund Summer Event & Marketing Internship
Job Description*

Duties and Responsibilities: The Downtown Mansfield, Inc. (DMI) Summer Event & Marketing Intern will assist with event marketing and promotion. Assist in developing and executing promotional plans for summer downtown events. Draft and schedule social media content across platforms. Create graphics using Canva or similar tools. Assist with media outreach and press coordination. Capture photo and video content for digital storytelling. The DMI Intern will also assist with community storytelling. Interview business owners and stakeholders for spotlight features. Develop content highlighting downtown investment and transformation. Support website updates and e-newsletter communications. Track engagement metrics and assist with basic analytics reporting. The DMI Intern will also assist with onsite event setup and logistics, coordinate volunteer communications and support event sponsor recognition and community engagement efforts.

Qualifications: Applicant should have strong written and verbal communication skills, have interest in community development and non-profit work. Basic knowledge of social media platforms, be dependable, detail oriented and comfortable engaging with the public. Applicant must be a current college student.

Organizational Information and Supervision: Downtown Mansfield, Inc. (DMI) is a 501(c)3 nonprofit organization whose mission is to stimulate economic development, improve the appearance and create a positive image of the downtown as a desirable place to work, live, visit, shop and invest.

The DMI Intern will receive mentorship from DMI leadership and staff, gain experience developing real marketing campaigns, build a professional portfolio of published content and graphics, engage with business owners, city officials, and nonprofit leaders, and develop practical skills in nonprofit communications and event management.

Application Process: Applicants may submit a one page resume to:

info@downtownmansfield.com