



Social Media & Event Assistant

About CWHBA

The Central Washington Home Builders Association (CWHBA) is a respected not-for-profit trade organization that has been an integral part of residential construction and remodeling in Central Washington for over 65 years. Serving six counties, CWHBA is committed to professionalism, honesty, and integrity in home building.

Internship Overview

This internship is designed to offer a comprehensive learning experience in the fields of marketing and event management, specifically tailored for individuals seeking practical experience in alignment with their educational pursuits. Apply Here: <https://memberships.cwhba.org/ap/Form/Fill/LE5bDt9L>

Educational Environment

The internship is structured to provide training and learning opportunities similar to those found in an academic setting, preparing interns for real-world applications in their chosen field.

Academic Integration

The experience is designed to complement the intern's formal education, potentially integrating with coursework or contributing towards academic credits, aligning with the intern's academic commitments and calendar.

Learning and Development

Throughout the internship, the intern will engage in tasks and projects that enhance their knowledge and skills, receiving guidance and feedback to support their educational growth.

Duties & Responsibilities

Social Media Management:

- Develop and post engaging content on various social media platforms.
- Monitor and respond to social media interactions and analyze engagement data.
- Collaborate with the marketing team to maintain a cohesive social media strategy.

Content Creation:

- Capture and edit photos and videos for promotional use.
- Create compelling written content for social media posts and other marketing materials.

Event Support:

- Assist in the organization and execution of public events, particularly the Central Washington Tour of Homes.
- Coordinate with volunteers and staff for event setup and management.
- Help with attendee registration and provide on-site support during events.

Intern may perform all or some of the responsibilities above and other related duties as assigned.

Preferred Qualifications

- Enrollment in or recent graduation from a college program in marketing, communications, or a related field.
- Strong understanding of social media platforms and content creation.
- Excellent organizational skills and ability to work in a dynamic, fast-paced environment.
- Effective communication skills, both written and verbal.

Education

Current enrollment in a relevant post-secondary program or recent graduate.

Work Environment

- The internship schedule will accommodate the intern's academic commitments and will average 20-25 hours per week.
- Tasks are designed to complement the work of paid employees, ensuring the intern receives a meaningful educational experience without displacing regular staff roles.

Physical Demands

The position involves active participation in event setup and execution, requiring mobility and occasional lifting of materials.

Compensation

- Classification: Unpaid Internship
- There is no expectation of compensation or entitlement to a paid job at the conclusion of the internship period.
- \$1,000 per month stipend to cover travel expenses, technology and personal cell phone use.

Contact

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Candidates interested in this educational internship opportunity should complete the online application, including a resume and a cover letter detailing their academic and professional aspiration. Apply here: <https://memberships.cwhba.org/ap/Form/Fill/LE5bDt9L>