



## **Government Finance Officers Association**

### **Intern – Operations and Marketing**

GFOA is a not-for-profit membership association that has represented public-sector finance professionals since 1906. The association's nearly 20,000 members are federal, state/provincial, and local finance officers deeply involved in planning, financing, and implementing thousands of governmental operations in each of their jurisdictions. It is the responsibility of Operations and Marketing ("O&M") to handle all logistics and marketing for the association's training programs including the annual conference. Through marketing and advertising, O&M promotes membership in the association, participation in the annual conference and training events held throughout the year, publications, and the association's awards programs. O&M also manages administration for the association.

#### **GFOA's Internship Program**

The position provides an opportunity to gain experience and training in:

- Sales/Marketing/Communications
- Meeting planning logistics and execution
- Database management
- Membership relationship management
- General office skills

Interns are expected to work up to 30 hours per week in GFOA's Chicago office. A part-time internship would require a minimum of 20 hours. The duration of the internship is flexible and can include both the academic school year as well as the summer. GFOA generally prefers that interns commit to at least 10 weeks. For students enrolled in Chicago area schools, longer internships are available. Interns are subject to GFOA rules and policies. For example, association hours are 8:30 AM – 5:00 PM CST.

#### **Qualifications**

- In the process of securing a Bachelor's degree with a major in marketing, communications, PR, or hospitality preferred. Experience in event planning a plus
- Excellent oral and written communication skills
- Ability and willingness to learn and apply new skills quickly
- Excellent interpersonal skills/ability to work in fast paced, team oriented environment
- Flexible; ability to adapt to changing priorities and multiple tasks
- Strong computer and typing skills, PC experience in Windows, Microsoft Office, and other applicable software
- Ability to work independently or with minimal supervision
- Critical thinking and problem-solving skills
- Excellent organizational skills/ability to prioritize tasks

#### **General Responsibilities**

- Work with leadership to execute tasks related to association marketing projects
- Help manage editorial content and update media contact list as necessary
- Support marketing efforts with daily activity that includes but is not limited to: outreach and follow up, research, content development, and editing
- Use a database to track and monitor activities
- Make phone calls for event reminders and other association efforts
- Assist in planning and implementation of events
- Promote and design e-communications including website, social media, e-newsletters, and print materials
- Other office duties as assigned

#### **Compensation**

\$15-\$20 per hour. The internship position is part time and is not eligible for benefits. To apply, applicants should submit a resume and cover letter to Barb Mollo ([bmollo@gfoa.org](mailto:bmollo@gfoa.org)).

Barb Mollo  
Director, Operations and Marketing, GFOA  
Phone: 312-917-6103  
203 N. LaSalle Street, Suite 2700  
Chicago, IL 60601

**GFOA is an equal opportunity employer.**