



The Destination Panama City Paid College Intern is responsible for providing information about Panama City to the general public through the Panama City Visitor's Information Center, inquiry fulfillment, and other channels. The DPC Paid College Intern will also be responsible for assisting the Marketing & Sales Director, and the President & CEO with creation of content, press release composition and distribution, and a variety of other duties as assigned. The Intern reports directly to the President & CEO. The duration of the internship will be from May 2019-August 2019 and the selected intern **must be** available on weekends.

General Scope of Duties:

- Responsible for providing information in a knowledgeable, courteous, and professional manner.
- Responsible for assisting Panama City Community Development Corporation staff members as assigned.
- Responsible for responding to Visitor Information Center inquiries either by phone, email, Internet, or in person.
- Knowledgeable of the Panama City Community Development Corporation website, social media platforms and current social media campaigns.
- Responsible for compiling and mailing visitor information materials in response to generated / requested leads.
- Keep visitor's center organized and stocked with collateral
- Assist with quoting and inventory of brand merchandise
- Keep log of visitors for research purposes

Other Duties: As assigned as they related to brand activations, special projects, and community engagement.

Qualifications & Skills:

- Must possess the ability to portray and project a professional image.
- Must possess the ability to exercise initiative, good judgment, and tact when representing the Panama City Community Development Corporation.
- Must possess the ability to effectively communicate through written and verbal means.
- Must possess strong interpersonal skills and have demonstrated attention to detail.
- Must be able to work independently and as part of a team.
- Must possess above average to excellent computer skills; proficiency in Microsoft Office is required
- Must be enrolled in an accredited degree program in: marketing, communication or journalism
- Knowledge of Panama City amenities is a plus

Please send resumes and cover letters to jennifer@destinationpanamacity.com