SpringfieldSOHO.org

Street Address: 950 S Lincoln Ave #10 Springfield, IL 62704
Phone number: 217-415-0411
Email Address: springfieldsoho@gmail.com
Agency Contact: Eric Welch, Executive Director

How should students contact this agency? Phone or email
How should students submit cover letters and resumes? Email

General Description of agency or business
Springfield SOHO is a local charity, 501c3, not-for profit organization with a mission to plan and execute high profile promotional events, work contractually with local businesses, charitable organizations, and individuals to consult, co-coordinate, manage, supervise, and facilitate community awareness, events and fundraisers. SOHO is responsible for organizing and directing multiple events including SOHO Music Festival, SOHO 10K and SOHO OPEN a premiere annual event-weekend throughout the Springfield area.

Internship or Job Description
Marketing and Communications Assistant Internship
- Social Media Development and Website Maintenance
- Communications and Administrative duties
- Media Relations
- Advertising
- Networking
- Will work closely with Executive Director

While the internship will technically cease in early May, we ask our intern to continue work through the first weekend in June, when the main SOHO event occurs.

Basic student learning anticipated
Working for our organization will give a student broad experience in public relations, communications and marketing. We work in many diverse markets and utilize a multi-faceted approach to reach our audience, including social media, email, web, video, and publication advertising.

Hours per week: Up to 25
Number of weeks: 16
Position Available: Spring Semester

Through our matching grant program, this position is PAID for up to 125 hours of work at a rate of $9/hour. For students needing more than 125 hours for their internship, the remaining hours beyond 125 will be volunteer.

Date: 10/13/14