



THE MAUREEN AND MIKE
MANSFIELD
CENTER

The Maureen and Mike Mansfield Center
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Mansfield Center Program Marketing Internship

The Maureen and Mike Mansfield Center, the Rocky Mountain West's premier center for Asia relations and ethics in public affairs, is looking for a motivated and hardworking intern to support the Center's U.S. Department of State sponsored exchange programs. Interns will work closely with Mansfield Center staff to create a cohesive portfolio of promotional material including informational fliers, brochures, and online media for multiple exchange programs focusing on a wide variety of topics including environmental studies, civil society, and youth leadership.

Job Duties and Responsibilities:

- Design and create a marketing portfolio consisting of a half page hand out, one page flyer, trifold brochure, and online media for individual exchange programs. The overall portfolio for each program should be both professional and cohesive, and appropriate to present to various stakeholders including potential participants, program sponsors, and outside media.
- Create and present to the Center a marketing strategy for individual programs to take advantage of each created portfolio both online and off.

Qualifications:

- Marketing and design experience, including familiarity with desktop publishing programs such as Microsoft Publisher or Adobe In Design and an understanding of how to create and implement a cohesive marketing strategy
- Excellent communication and writing skills
- Ability to work independently

Compensation:

This is an unpaid or work-study internship for 5-15 hours a week that offers extensive experience. Academic credit is available if desired. The Mansfield Center is willing to work with interns to tailor the internship to meet their academic needs.

Dates of Internship:

One semester to one year

To Apply:

Resumes, references, availability and a work sample should be emailed directly to mansfieldcenter@mso.umt.edu.

Deadline for Applications:

Applications accepted on a rolling basis