



City Hall Internship Program Positions Template

Title: Community Outreach & Events Internship

Supervisor: Abbie Tykocki

Internship Work Space Location: Burlington Telecom Offices and Community Events

Description: One of Burlington Telecom's biggest struggles is making residents and students aware of BT as a locally operated alternative to national telecom giants like Comcast. We rely heavily on grassroots marketing, like tabling at community events, to help spread the word. Interns would be a "face" for BT around Burlington, at college events, Kids Day, business expos and other community events throughout the summer.

Duration of Internship: Summer

Paid or Unpaid: Paid

Responsibilities

- The primary responsibility of the Community Outreach & Events Intern will be to schedule and attend community events.
- Attend community functions to educate people about Burlington Telecom and Services.
- Attend Networking groups
- Attend technology fairs/events.

Requirements (professional/skill requirements and time requirements)

- Outgoing personality, great communicator.
- Proficiency with computers.
- Networking skills.
- Must be self motivated
- Must be willing to work some nights & weekends.
- Must have reliable transportation.

Learning objectives

- Familiarize with Burlington Telecom and what it's like to work for telecommunications provider.
- Improve and develop interpersonal skills
- Customer Service and Promotional training
- Assist with annual Marketing strategy and planning

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Please submit Intern job description to Phet Keomanyvanh, Public Engagement Specialist
pkeomanyvanh@burlingtonvt.gov