

**BELLEVUE DOWNTOWN ASSOCIATION**  
**Marketing and Sales Intern**

*Part-Time Position Available Immediately*

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The Bellevue Downtown Association (BDA) seeks a Marketing & Sales Intern to support the Vice President of Sales & Marketing in the work to fulfill the BDA's mission of leading the continuing evolution of downtown Bellevue as the economic and cultural heart of the Eastside. We seek an upper-division undergraduate university student pursuing a degree in marketing, business or communications or a recent graduate.

**Job Description**

The Marketing and Sales Intern will play an important support role in implementing special event marketing, sales and promotion plans. The individual in this position will:

- Assist in implementing event marketing campaigns designed to drive attendance to BDA events including: development and distribution of promotional materials, sponsor and grassroots promotions, direct mail, web promotion, signage programs, etc.
- Create event summary reports for sponsorship clients including creating photo summaries of the events, creating media coverage reports and compiling the marketing and promotional materials for the events.
- Assist in the planning and execution of community events including the Annual Celebration, Bellevue Jazz Festival, an outdoor "Live at Lunch" concert series and the Bellevue Family 4th of July celebration.
- Assist in the execution of a "Dine to Win" restaurant promotion designed to increase awareness of downtown Bellevue as a dining destination and increase sales at BDA member restaurants.
- Update and assist with content management of the [bellevuelocaltable.com](http://bellevuelocaltable.com), a website featuring Downtown Bellevue restaurants, food events and promotions.
- Assist in coordinating and executing special events.
- Assist in the development event sponsorship sales proposals and sponsorship contracts and maintain sponsorship sales and invoice reports.
- Attend BDA member events and meetings to increase business-networking contacts. Includes monthly Board Meetings every third Tuesday at 7:30 a.m.; monthly breakfast or lunch Downtown Bellevue Forum Meetings held on the 4<sup>th</sup> Wednesday of the month; and bi-weekly staff meetings.
- Be part of a talented, energetic and collaborative team focused on delivering innovative programs and excellent service to its members, customers and the downtown Bellevue community.
- Additional duties as assigned.

**Minimum Qualifications**

Relevant experience, with an emphasis in marketing or communications is desired; project management skills and excellent oral and written communication skills required. We seek an independent multi-tasker who: has a passion for events, marketing and promotions; can work independently while supporting a team; exercises good judgment; is capable of developing and implementing special events; and, has experience working with Microsoft Word and Excel.

**Schedule & Work Hours**

- Interns are hired with a three-month commitment (minimum 10-12 weeks) and a possibility of extending the internship if desired by both the intern and BDA.
- 20-30 hours/week with flexible scheduling, plus work in support of special events (evenings/weekends).

**Pay & Transportation**

- Monthly stipend (up to \$250/month DOE and hours worked) and college credit, if applicable
- Bus pass provided.

**To Apply**

Please email a resume and cover letter to [barbara@bellevuedowntown.org](mailto:barbara@bellevuedowntown.org) or fax to (425) 646-6634.

*Making A Great Place Together*