

Assistant Event/Outreach Coordinator (Part-Time)

Skills:

Excellent writing skills
Microsoft Office Suite
Adobe Professional
Constant Contact

Description:

The Assistant Event/Outreach Coordinator will work with the Trails and Community Outreach Director to organize events such as the annual Hudson River Valley Ramble, a nationally-renowned regional heritage and cultural event, and press events. Further duties may include elements of regional planning. This internship will include elements of heritage and eco-tourism, communications, design, publishing, and event planning. Tasks will include but are not limited to:

- Draft communications to event leaders, including soliciting for potential event leaders to submit event information to events websites.
- Website management
- Review and edit web-based event submissions, post to website and export for print production.
- Manage all distribution lists of event partners
- Coordinate event promotion with tourism agencies and groups including I Love NY and Hudson Valley Tourism, County TPA's and other partners.
- Field inquiries for the booklet or additional information received via phone or the event e-mail account, process inquiries and keep the event database updated.
- Assist in preparation of press releases.
- Content development/editing, design and ordering of promotional materials
- Coordinate distribution of promotional materials
- Search Greenway files for suitable photos and work with graphic designer for inclusion in the booklet.
- Assemble and distribute materials to event leaders.
- Graduate Student Preferred
- Degree Concentrations: Communication Studies, Cultural Studies, Environmental Studies, Public Administration, Recreational Studies

Email Resumes and Cover Letters to: hrvg@hudsongreenway.ny.gov

Number of Hours: 20 – 29 per week

Location: Albany

Hudson River Valley Greenway

625 Broadway, 4th Floor

Albany, NY 12207

Web Site: <http://www.hudsongreenway.ny.gov/>