



Event Planning Internship Opportunity

Hours: 20-30 hours per week; including occasional weekend hours.
Commitment from January – May or August 2012.

Pay: TBA per hour; with opportunity for raises and bonuses.

Requirements: Only outgoing, self-driven, high-energy personalities need apply. A passion for marketing and advertising required, but no experience necessary. Knowledge in Microsoft Word & Excel needed. Exceptional follow-up and organizational skills are a must. Experience in advertising and/or event planning is a plus, as well as basic HTML knowledge and strong grammar skills.

Position Responsibilities: Assist Socket's marketing department in managing projects pertaining, but not limited to:

- Planning and implementing festivals and events throughout Missouri.
- Coordinating company events and volunteer opportunities.
- Contacting vendors and media representatives to coordinate projects and to promote events.
- Coordinating donations and activities with area non-profit organizations.
- Updating company website, Facebook page and Twitter account.
- Researching marketing opportunities across the state.
- Tracking and evaluating events and campaigns.

Socket is a fast-paced, INC500 company looking for a creative, hard working, and professional individual to help market its residential Internet and business telephone services throughout the state of Missouri. We offer a fun working environment and a one-of-a-kind marketing experience!

More details available with expressed interest - please send your qualifications to Socket's marketing department at marketing@socket.net or 2703 Clark Lane, Columbia, MO 65202.