



4083 Iron Works Parkway
Lexington, KY 40511
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Marketing and Special Programs Intern, American Saddlebred Horse Association, Lexington, KY

ASHA is hiring a full-time, unpaid intern for Summer 2019. This internship would run from May 20, 2019-August 24, 2019 and be based at the Kentucky Horse Park in Lexington, Ky. Office hours would be 8 a.m.-5 p.m.

Job Responsibilities

Under supervision, this position would support the marketing and special programs departments within the Association. Duties would include:

- Drafting press releases and other various articles
- Assist with creating and implementing social media campaigns
- Assist with creating social media graphics
- Updating website
- Assist with special events and programs
- Assist with database entry
- Prepare packets
- General office tasks
- Other administrative duties as assigned

Desired Skills

- Knowledge of AP style writing
- Proficient in Microsoft Office
- Must have good organizational skills as well as strong oral and written communication skills
- Detail oriented
- Ability to handle sensitive and confidential information
- Positive attitude
- Self-starter
- Professional

Education

High School diploma and current college student required.

Please send a cover letter and resume to Alexandra Harper at a.harper@asha.net. Applications that do not meet this requirement will not be considered.

