

MAKING HOMES HAPPEN.



2010 Summer Internship Opportunity

Marketing • Journalism • Graphic Design • Public Relations • Web Development

Responsibilities

- Develop advertisements, articles, posters, PowerPoint presentations and flyers to be used for special events (Parade of Homes, Home Show, Repair Affair and Showcase of Remodeled Homes)
- Assist Public Relations Director in writing, editing and designing the monthly Association newsletter
- Work with members to compile articles for the newsletter, Home Buying & Remodeling Guide (Shopping News), HomeFront Magazine (Argus Leader) and Home Ideas Magazine (JamesDugan and Michels Communication).
- *Repair Affair* (community service program) - Assist in the promotion and event planning. The Repair Affair's goal is to update and remodel elderly or disabled person's homes by making it more accessible.
- Review & update brochures, promotional materials, the HBA's web site (www.hbasiouxempire.com) along with designing and preparing special mailings and flyers, as needed.

Required Skills/Experience

- Candidates must be a junior or senior at a secondary school in need of an internship to graduate.
- Students majoring in news editorial, marketing, advertising or graphic design are strongly encouraged to apply.
- Independent self-starter with proper writing skills and creative design.
- Main computer programs used during internships are Microsoft Word, Publisher, PhotoShop, Excel and PowerPoint.

Send cover letter & resume (include writing/design samples) by **Friday, April 16, 2010** to:

Home Builders Association of the Sioux Empire

Attn: Lisa Ottmar, PR Director
6904 S. Lyncrest Pl.
Sioux Falls, SD 57108

Or send information via email to lisa@hbasiouxempire.com. For more information, please call 605-361-8322 or visit hbasiouxempire.com

