

**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 (James Dugan 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.hbasioouxempire.com](http://www.hbasioouxempire.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@hbasioouxempire.com](mailto:lisa@hbasioouxempire.com). For more information, please call 1-605-361-8322 or 1-800-377-3422 or visit [hbasioouxempire.com](http://hbasioouxempire.com)

