



Kilbourne Group was founded in 2006 by Doug Burgum with the mission of providing thought leadership on the revitalization, smart growth, and redevelopment of Fargo, North Dakota's downtown core. The Kilbourne Group team shares the vision of retaining and carrying forward the history of Fargo through the restoration of historic buildings and the creation of new buildings that honor the past and inspire the future.

We are now recruiting for the following position within our growing organization:

Communications Manager Intern

Position Summary:

A broad variety of functions, including assisting with:

- Write press releases and content for company website, including blog
- Draft correspondence/create communications framework on behalf of CEO
- Manage incoming press/media requests and assist with preparation & follow-up
- Internal communications keeping team members informed of company events or updates
- Update and maintain Kilbourne Group marketing lists and media contacts using constant contact, for ongoing activities and events
- Collection, research and development of content to help support our marketing strategy
- Collaborate on content & messaging for corporate presentations
- Create best practices and checklists
- Other projects as assigned

The ideal candidate will possess:

- Undergrad or MBA candidate with a major in Communications or related field and GPA of 3.0 or above
- Excellent communication skills – written & verbal
- Deep curiosity
- Strong commitment to quality
- Ability to demonstrate a high level of confidentiality with sensitive business information
- Ability to manage multiple projects in a fast-paced, ever-changing environment

Creating a learning environment:

- Kilbourne Group summer interns will be part of a cohort of fellow interns from other organizations. This program will focus on advancing learning through shared experiences, local speakers, and field trips.

Kilbourne Group offers paid internships. Please email your resume, cover letter and writing samples to gtehven@gmail.com by February 14, 2013. Formal internship begins May 27 and concludes

August 8. Dates can be negotiable.

Respect for the Past *Gratitude for the Present* *Inspiration for the Future*

