



## Internship Opportunity at Presque Isle Light Station | Lake Erie Lights of PA

### **Title: MARKETING INTERN**

#### **WHO WE ARE**

We are the "keepers" of stories. Presque Isle Light Station | Lake Erie Lights of PA is a non-profit dedicated to preserving, interpreting and restoring Erie, Pennsylvania's lighthouses for the public and future generations. Our experienced staff works closely with our 100+ volunteers to give tours, provide free programming, and raise money for the preservation of our city's beacons.

#### **JOB DESCRIPTION**

We are looking for a creative, detail-oriented, and self-motivated individual with experience in Marketing, Graphic Design, Communications, or a related field to spearhead our summer marketing, from conception to completion.

The Marketing Intern will work closely with the Site Managers to produce and support all communications. They will design marketing material, manage our social media, and produce internal communications. The Marketing Intern will also assist with daily operations as needed including staffing, data entry, and other duties as assigned by the management team.

Interested individuals should be ready to work in a fast-paced environment that requires excellent time management, collaboration, creative thinking, and frequent engagement with the public.

**Position Type:** Non-Exempt; Part Time Seasonal (20 hours per week, Fri – Mon, May – August)

**Rate:** \$15.00/hour

#### **JOB RESPONSIBILITIES**

##### **I. Marketing**

- a. Design digital and print marketing material
- b. Create and schedule social media campaigns
- c. Photograph organization's educational and special events
- d. Produce internal communications with volunteers and members
- e. Ensure brand consistency across platforms

##### **II. Visitor Services**

- a. Manage ticket and merchandise transactions while providing visitors with excellent customer service and general information.



- b. Create a welcoming educational environment by utilizing a variety of interpretive techniques and engaging with visitors.

### **III. Safety, Stewardship, and Operations**

- a. Ensure safety of volunteers, visitors, artifacts, exhibits, buildings and grounds.
- b. Monitor visitor use of exhibits and redirect inappropriate behavior.
- c. Complete opening and closing procedures at lighthouses.
- d. Assist with administrative tasks including but not limited to answering phones and emails, data entry, and replenishing supplies.

Other duties as assigned by Management Team.

### **KNOWLEDGE, SKILLS & ABILITIES**

#### **Required**

- High school diploma or equivalent and currently enrolled at an accredited college or university
- Complete PA Child Abuse and PA State Police Clearances (organization will cover cost)
- Friendly, positive attitude and attentive demeanor with strong public speaking skills
- Flexible schedule and available to work nights and weekends
- Ability to stand for extended periods of time, climb 70-80 stairs multiple times a day, and lift up to 20 pounds; comfortable with heights and small spaces
- Working knowledge of Microsoft Word and Excel

#### **Preferred**

- Familiarity with Canva, Adobe Creative Cloud, or similar creative software
- Familiarity with lighthouse and maritime history
- Experience working with volunteers, children and families
- Retail experience
- CPR/AED Certification (training provided, if needed)
- Internship may be extended to April through October dependent upon applicant's availability.

#### **How to apply:**

All interested candidates can apply by submitting a resume, cover letter, and 2 letters of recommendation (at least 1 from teacher, professor, or former supervisor).

Please send applications to [careers@presqueislelighthouse.org](mailto:careers@presqueislelighthouse.org). Deadline is **February 20, 2026**. No phone calls or mail, please.



#### **EOE Statement**

It is the Presque Isle Light Station's policy to provide equal opportunity in employment to all employees and applicants. No person shall be discriminated against in any condition of employment because of race, color, religion, age, sex, national origin, disability, military or veteran status, marital status, sexual orientation, transgender status, gender dysphoria, citizenship status, genetic information, predisposition or carrier status, domestic violence victim status, and any other characteristic protected by federal, state, or local laws.