



20 East Fifth Street • Emporium Pa 15834 • (814) 486-9376 • LumberHeritage.org

Wayfinding Intern/Part-time Associate

Sales and Marketing Specialist

The perfect candidate for this position will possess: excellent written and verbal communication skills, organizational and problem-solving skills, knowledge of Microsoft Office Suite, social media experience and marketing skills. You must be a people person and be able to work independently in achieving desired results. A valid driver license and reliable vehicle are required.

Job Responsibilities: The candidate selected for this position would be challenged with the following projects.

- Create a rack card for each county wayfinding sign
 - Sell ad space (at set rate and quantity) to dining, accommodations and assets surrounding wayfinding signs
 - Set-up meetings with wayfinding hosts to strengthen relationship in the region
 - Work with LHR Executive Director to produce a functional rack card to direct people around the region.

Benefits: This will be a part-time position. Work schedule will be flexible and self-paced, with milestone deadlines provided by LHR management. Associate will be supplied with computer and any other necessary tools to facilitate completion of the project. Pay will be an hourly rate of \$12.50 and an additional 5% commission based on sales. Project mileage will be reimbursed at the current state mileage rate at the end of each month.

This position will provide immeasurable benefits to the chosen candidate in networking and job experience. It will allow the associate to explore our 15-county region, gaining invaluable knowledge of the Lumber Heritage Region, its mission and its partners.

Email Resume/Cover Letter by November 15 to hkomonczil@lumberheritage.org.