



JOB TITLE: Intern – Marketing & Communications	POSITION TYPE: Hourly
DEPARTMENT: Various	HOURS PER WEEK: 10 - 20
REPORTS TO: Various	LOCATION: Las Vegas, NV

ABOUT LVGEA

The Las Vegas Global Economic Alliance (LVGEA) is a public-private partnership dedicated to growing the economy of the Las Vegas region through intentional business attraction, expansion, and connectivity. The Las Vegas Global Economic Alliance (LVGEA) is a dynamic public-private partnership dedicated to driving economic growth and diversification in Southern Nevada while fostering the creation of high-quality jobs. Whether connecting entrepreneurs with essential resources to launch their ventures or supporting Fortune 500 companies in relocating their headquarters to the region, the LVGEA plays a pivotal role in shaping the region’s economic future. Guided by a distinguished Board of Directors composed of influential leaders from both the public and private sectors, the LVGEA is committed to building a brighter future for all Southern Nevadans. As the largest business board of its kind in Nevada, the LVGEA works collaboratively to strengthen the region’s economy and enhance its global competitiveness.

POSITION OVERVIEW

The Public Relations & Communications Intern is a unique opportunity to be part of a regional economic development organization working to diversify and strengthen the Southern Nevada economy. This role offers hands-on exposure to strategic communications, media relations, branding, and campaign performance measurement within a high-impact nonprofit organization.

The intern will directly support the marketing & communications team to advance LVGEA’s brand visibility, media presence, and thought leadership positioning. This position contributes to job and investment attraction efforts through compelling storytelling, strategic outreach, and performance tracking.

ESSENTIAL JOB FUNCTIONS

- Draft press releases, media advisories, blog posts, newsletters, and digital content.
- Perform website content updates and asset management within CMS platform.
- Assist in tracking and reporting PR and marketing metrics (impressions, engagement, media value).
- Support development of pitch decks and presentations for investor, board, and site selector audiences.
- Provide day-of support for meetings, delegation visits, and regional events (greeting guests, preparing materials).
- Assist in event promotion and post-event communications.

KNOWLEDGE & SKILLS

- Public relations principles and media outreach strategies
- AP Style writing standards
- Basic understanding of digital marketing and analytics
- Confident professional communication (email, phone, media outreach)

- Familiarity with Microsoft Office (Word, PowerPoint, Excel, Outlook)
- Working knowledge of Adobe Creative Suite or Canva preferred
- Google Analytics or marketing automation familiarity a plus

ABILITIES

- Self-starter with strong natural curiosity
- Ability to manage multiple assignments and deadlines
- Comfort interacting professionally with media and community stakeholders
- Team-oriented and adaptable in a fast-paced environment

QUALIFICATIONS

- Junior or Senior undergraduate student; graduate students preferred
- Major in Marketing, Communications, Journalism, Public Relations, or related field
- Previous internship or campus media experience preferred

INTERNSHIP DETAILS

- Up to 6-month assignment with planned end date
- Opportunity for extension based on performance and organizational need
- Flexible scheduling within 10–15 hours per week

WORK ENVIRONMENT

The work environment for this role requires working indoors in an environmentally controlled setting, with potential exposure to sounds and noise levels that may be distracting or uncomfortable. Job tasks are performed in close physical proximity to other people, requiring frequent collaboration and communication. Essential and marginal functions may necessitate maintaining a physical condition suitable for prolonged periods of walking, standing, and sitting, as well as traveling from site to site for meetings, client visits, or events. Additionally, the role involves use of computers, leading to regular exposure to computer screens for research, data analysis, and reporting tasks.

TO APPLY

- Submit a cover letter, resume, and any relevant work examples to hr@lvgea.org.