

Marketing/Admin Intern

We need a talented, energetic and creative Marketing/Admin intern for Summer 2019!

This position is responsible for assisting the marketing team with the implementation of projects for our sales team and our credit union clients. The ideal candidate seeks a career in marketing, is self-motivated, able to multi-task, and displays enthusiasm.

Responsibilities Include:

- Assist in developing and managing campaigns across social media channels
- Assist with daily content posting for Facebook, LinkedIn, Twitter
- Create engaging content which generates buzz and resonates with target audiences across social media platforms
- Monitor and respond to comments and conversations on social media platforms
- Report weekly trends and social metrics
- Support the marketing team through research and analysis of data from company's markets, target audience, opportunity audiences, and competition. Then make recommendations based on findings
- Support marketing team with weekly newsletter production (e.g. finding relevant articles and composing summaries by Thursday)
- Find innovative ways to build email list of potential clients and interact with followers on social media
- Support coordination of logistics for company events (i.e. shipments of tradeshow equipment, and booking travel etc.)
- General office management
- Additional administrative duties as assigned

Experience:

- Social Networking: 1+ year
- Microsoft Office: 2+ year
- Writing: 1+ year
- Prior campaign strategy, analytics and/or content experience
- Bonus points if familiar with HubSpot, Salesforce, Canva, and/or Photoshop!

Skills:

- You must be familiar with Microsoft Office and all major social media platforms
- Effectively able to communicate, both written and verbally, to build and maintain relationships with coworkers and clients
- Exceptional organization skills in order to get tasks done on deadline
- Adaptable when schedules change

Requirements:

- Resume
- Cover Letter



- Please submit at least two samples of previous work (e.g. Press Release, Graphic Design Work, Writing Sample, etc.) in addition to your resume and cover letter

Education:

- You must be currently enrolled in an undergraduate program with a minimum GPA of 3.0 to be considered for this position
- Our ideal candidate is a rising Junior or Senior who has completed at least one undergraduate marketing course

Job Type:

- Internship
- Unpaid/for credit

Benefits:

- Workplace perks such as snacks and coffee
- Flexible work schedule
- Amazing co-workers!

Employment Length:

- Three months (ideally June 2019 - Aug 2019)
- 30 hours/week maximum

If you think you have what it takes to join our growing marketing department and support our sales and project teams, **apply today!**

