



Marketing INTERN JOB DESCRIPTION

Position: Marketing Associate: UNPAID INTERNSHIP, stipend TBD

Description: Community Engagement & Consultation Group is seeking a dynamic, take-charge, self-starter to assist with Marketing efforts. This internship is an excellent opportunity to experience various aspects of targeted marketing and develop gold-standard marketing campaigns and tasks that maximize a wider reach to our constituents.

Responsibilities:

- Draft/plan a marketing strategy for all Ce-Cg individual initiatives.
- Help distribute marketing materials statewide and to the targeted populations.
- Help organize marketing events through all channels.
- Manage and update the database and customer relationship management systems (CRM)
- Assist in marketing and advertising promotional activities (e.g., social media, buzz-marketing, and on the website).
- Prepare detailed promotional presentations (preferably videos on various social media)
- Help with the planning and hosting of marketing events.
- Monitor all social media platforms for trending news, ideas, and feedback
- Research and evaluate competitor marketing and digital content

Qualifications for Marketing Intern

- Familiarity with social media strategies and platforms
- 80% in-person work schedule.
- Ability to multitask and take initiative.

- Hardworking and dedicated outlook.
- Experience with content creation a plus, using platforms of choice.
- Ability to take direction and absorb information quickly.
- Excellent verbal and written communication skills.
- Outstanding multitasking abilities.
- Must have a passion for marketing.

Qualifications:

- Completed or working toward a college degree from an accredited institution, preferably in a related field (e.g., English, Marketing/Communications, Information Technology or Public Relations, Health Promotion).
- Previous internship or related experience in the related field listed in bullet in one.
- Must be computer literate (working knowledge of word processing, WordPress, PowerPoint, Excel). Proficiency in Adobe InDesign and Photoshop are highly desired. And graphic design is a plus.
- An effective communicator, both written and oral.
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task, and meet deadlines.
- Enthusiasm for the mission of Ce-Cg.

Start Date:

- Upon availability or when the semester starts.
- 80% of hours are in person.
- This is an **Unpaid** internship; will complete documentation for college credit.

To Apply:

Please send cover letter and resume to: ce-cg@ce-cg.org