

EXPRESS H.O.M.E. PROGRAM, INC.

Marketing Unpaid Internship (6) Job Description

Description

Express H.O.M.E. Program, Inc. is looking for qualified interns to join our marketing team. Our marketing team seeks interns who can participate in various stages of print and online marketing campaigns.

This intern should be prepared to work in a fast-paced team environment and will finish the internship having gained broad experience in various aspects of marketing.

Responsibilities

- Assist in the creation of signage, circulars, mock ups, email campaigns, online promotion, etc.
- Assist in the distribution or delivery of marketing materials
- Assist with the fulfillment of marketing offers
- Assist with the preparation and delivery of training materials
- Perform analysis of marketing and sales data
- Seek and analyze competitor marketing and sales materials both on and offline
- Prepare presentations
- Open and sort mail
- Enter contact information into contact management systems
- Provide support to social media efforts
- Monitor social media for trending topics to utilize on social media channels
- Maintain tracking report of public relations activity

Requirements

- Undergraduate student majoring in Business, Public Relations, Marketing, or Advertising
- Excellent verbal and written communication skills
- Extensive knowledge of social media
- Driven and hard-working
- Ability to take direction and multi-task
- PowerPoint, Word and Excel experience a plus

Benefits

- Practical experience with current marketing and advertising techniques
- Shadowing, mentoring, and training opportunities with successful marketing professionals
- Opportunity to participate in networking events and company meetings
- Flexible schedule for students

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