

Marketing Internship

Available Position: Marketing Internship (Unpaid)

Reports to: Digital Marketing Coordinator

Department: Marketing

Job Duties:

1. Work closely with Digital Marketing Coordinator; Manager, Marketing Events; Marketing and Operations Manager; Vice President of Marketing and Creative Services; and Chief Operating Officer on assigned projects
2. Assist in the organization, planning, and execution of marketing events
3. Assist in the research and generation of sales leads
4. Assist with social media updates
5. Assist in the database entry and maintenance process of client information
6. Maintain and update speaker information in database and web site
7. General administrative support as needed
8. Qualifications:
9. Junior or Senior college student
10. Flexibility to work from 8:30 a.m. to 5:00 p.m. Monday through Friday with the ability to work one to two extra hours per month for special events as needed

Required Skills:

1. Project management, organizational skills, attention to detail, creativity, and strong computer skills
2. High standards of oral and written communications
3. Ability to work independently and solve problems
4. Positive attitude and dependability

Benefits:

1. Quickly learn a range of marketing skills, work closely with top management, and manage your own projects. Send resume and cover letter to Christine Norton at Christine@lauthorities.com