



## Job Description

**Job Title:** Marketing Intern  
**Reports To:** Marketing Director

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### Expectations of All Employees:

Play an active role in helping the company achieve its Mission of Protecting Others by living the core values of integrity, leadership, relationships and enthusiasm in everything that we do.

### Summary:

The primary responsibility of a marketing intern is to assist the marketing department in social media engagement, digital marketing communications, design projects and special projects as needed.

### Primary Duties and Responsibilities:

- 40% Coordinate social media activity and engage with followers
- 20% Assist in producing materials for partnership programs with associations
- 15% Make revisions to marketing jobs using InDesign, Illustrator and Photoshop
- 10% Monitor and report on analytics
- 10% Assist with special projects as needed
- 5% Conduct SharePoint updates/changes

### Qualifications:

- Pursuing a degree in marketing or public relations
- Experience in a corporate business environment
- Proficiency on PC and Mac
- Proficiency with Microsoft Office Suite and Adobe Creative Suite
- Proficiency with various social media platforms
- Proficiency with Google Analytics and Google AdWords
- Excellent organizational and interpersonal skills
- Self-motivated and able to accomplish multiple tasks in a timely manner
- Excellent written and verbal communication skills
- Ability to work in a fast-paced environment

### Additional Comments

As corporate business decisions are made and the direction of the company evolves, the duties and responsibilities outlined above are subject to change in scope and detail.