

Creating Your Free Powerful Support Team Intern Job Descriptions Pack

PERSONAL ADMINISTRATIVE ASSISTANT INTERN

Description

Company is looking for a qualified intern to join our team. We're seeking an intern who can support the company owner in administrative and organizational tasks.

This intern should be prepared to work in a fast-paced team environment, and will finish the internship having gained experience in various aspects of supporting an executive-level professional.

Responsibilities

- Maintaining owner's personal calendar, including scheduling and confirming meetings as needed
- Preparing emails, letters, cards, and other documents, using word processing, spreadsheet, and/or presentation software
- Coordinate requirements and supporting materials for meetings and client presentations
- Establish critical reminders/timelines to help Owner meet daily deadlines
- Responding to prospect, client, and referral partner emails, phone calls, and web requests
- Preparing phone messages, organize, prioritize, and delegate or return them
- Completing research projects, document results, report findings, and make recommendations
- Open and sort mail
- Completing additional tasks as requested by Owner

Requirements

Company is looking for an undergraduate student in the Portland area who is majoring in Business, Sales, Marketing or Human Resources. This person should have excellent verbal and written communication skills and enjoy organizing details. PowerPoint, Word and Excel experience is a bonus, and will be considered when choosing the best applicant for this internship position.

Creating Your Free Powerful Support Team

Intern Job Descriptions Pack

MARKETING ASSISTANT INTERN

Description

Company is looking for a qualified intern to join our marketing team. Our marketing team produces quality work to get the word out about our products and services to our prospective customers, current clients, and our networking partners. We're seeking an intern 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 experience in various aspects of marketing.

Responsibilities

- Assist in the creation of flyers, e-mail campaigns, on line promotion, etc.
- Assist in the distribution or delivery of marketing materials
- Assist with execution of trade shows
- Assist with the preparation and delivery of training materials
- Perform analysis of marketing and sales data
- Research 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
- Maintain tracking report of web and public relations activity

Requirements

Company is looking for an undergraduate student in the Boston area who is majoring in Business, Sales, Marketing or Advertising. This person should have excellent verbal and written communication skills, with extensive knowledge of Web and social media. PowerPoint, Word and Excel experience is a bonus, and will be considered when choosing the best applicant for this internship position.

Creating Your Free Powerful Support Team Intern Job Descriptions Pack

SOCIAL NETWORKING ASSISTANT INTERN

Description

Forward-thinking, fast paced company looking to hire an intern with strong knowledge and understanding of the digital media landscape, including various social media websites. Company is currently redesigning our website, and will soon launch a social media campaign. The intern hired for this position will need strong critical thinking skills in order to integrate into our vibrant and passionate team who are very excited to share this exciting launch with an intern hoping to gain a ton of great online experience.

Responsibilities

- Contribute to website redesign project in various ways
- Monitor and post on blogs, forums, and social networks
- Online outreach and promotion using Facebook, LinkedIn, Twitter, and more
- Website and social media optimization
- Keyword research and analysis
- Create and maintain relationships with social networking connections through comments, posts, and other activities

Requirements

Students applying for this internship should be Marketing/Business or Communication majors. This person should have excellent verbal and written communication skills, with extensive knowledge of Web and social media. PowerPoint, Word and Excel experience is a bonus, and will be considered when choosing the best applicant for this internship position.

Creating Your Free Powerful Support Team Intern Job Descriptions Pack

PUBLIC RELATIONS INTERN

Description

Company, a small public relations firm handling busy clients, is looking for an intern interested in learning all aspects of the public relations field. The intern who fills this position should expect to learn the field from top to bottom, and will complete this program ready to enter an entry level public relations role with excellent skills. It's essential that applicants to this position have excellent communication skills, demonstrate creativity, and understand the importance of attending to even the smallest details.

Responsibilities

- Monitor all forms of media
- Schedule and coordinate speaking engagements, appearances, photo shoots, and other special events
- Write press releases and other materials
- Screen phone calls
- Assist with mailings, print production
- Create interview preparation materials
- Compile contact lists
- Search for press clippings
- Create or update databases
- Greet guests and clients

Requirements

Students applying for this internship must have strong communication skills and should be majoring in Public Relations, Communications, Marketing or Journalism. Applicants should also have strong writing skills, as well as a solid understanding of social media. Only interns proficient with Microsoft Excel and other Microsoft Office applications should apply.

Creating Your Free Powerful Support Team Intern Job Descriptions Pack

WEB / GRAPHIC DESIGN ASSISTANT INTERN

Description

Company, a life coaching firm handling busy clients, is looking for an intern interested in supporting all aspects of web and graphic design. The intern who fills this position should expect to apply knowledge to real world tasks, and will complete this program ready to enter an entry level role with excellent skills. It's essential that applicants to this position have excellent communication skills, demonstrate creativity, and understand the importance of designing projects with input from the business owner.

Responsibilities

- Brainstorming and mocking up design ideas
- Presenting ideas to management
- Meeting with management and adjusting designs as needed
- Projecting project schedules
- Using computer software to execute designs
- Working with others, such as printers, programmers, developers or other technicians, to complete the final product
- Design marketing materials including logos, letterhead, posters, postcards, flyers, web templates, and rack cards that represent the company's programs and products
- Complete research projects, document results, and make recommendations
- Additional tasks as requested by Management

Requirements

Students applying for this internship must have strong design and communication skills and should be majoring in Graphic Design or Web Design. Applicants should also have strong digital imaging and illustration software skills including with Adobe Photoshop, Adobe Illustrator, and HTML. Only interns proficient with Microsoft Excel and other Microsoft Office applications should apply.