

Title Intern, Marketing (unpaid)

City Aberdeen/Edgewood

State MD

Description The internship program presents a hands-on learning experience and is open to current and upcoming sophomores, juniors, seniors or graduate students at a college or university. The position is 15-30 hours per week.



BOYS & GIRLS CLUBS
OF HARFORD COUNTY

JOB SUMMARY:

Under the supervision of the Director of Operations, the Intern, Marketing is responsible for assisting Operations department in implementing marketing initiatives.

TIME COMMITMENT:

15 to 30 hours per week. There is some flexibility in arranging the schedule.

QUALIFICATIONS:

Education:

Candidates must be an incoming sophomore, junior or senior (undergraduate programs) or graduate student pursuing a degree in journalism, communications, business or liberal arts.

Experience:

Must have proven success from school or work experience of strong leadership by envisioning, direction setting and engaging others.

Skills:

Candidate must have strong verbal and written communication skills as well as demonstrate proper telephone etiquette. Demonstrated high standards of ethics and integrity. Intermediate Microsoft Word and Outlook skills are necessary.

ENVIRONMENTAL AND WORKING CONDITIONS:

Normal internal office environment.

PHYSICAL AND MENTAL REQUIREMENTS:

Candidate must possess excellent reasoning and problem-solving abilities as well as demonstrate ability to interact and communicate (both verbal and written) with the public. Physical requirements include: sight; sitting for at least four hours per day; stooping; grasping/motor-dexterity skills.

DUTIES AND RESPONSIBILITIES:

- Assist with executing various marketing campaigns, e.g. BE GREAT and Day for Kids, Boys & Girls Club week
- Work on key online strategies (Web sites, e-campaigns, social networking (Facebook), etc.).
- Have the ability to update website, create marketing materials, edit video, take pictures
- Work cross-functionally on various marketing teams.
- Offer superior customer service to internal and external customers.
- Provide administrative support to the Director of Operations
- Perform other duties as assigned
- Adhere to organizational policies and procedures as described in the Employee Handbook, Ethics Policy and elsewhere