

## **Organization Overview**

AYANNA DENISE SKIN is an organization healing skin through Education, Products, and Services. Our specialties have served customers ranging from age 35 to 65 as well as teens and pre-teens with gentle services, clean products safe for all skin, and an emphasis on skin health and education. Our customers are empowered about their skin and overall health highly due to our educational classes for all ethnicities, genders, and ages, educational books, and individual coaching from holistic grounded, knowledgeable Skin Therapists.

## **Sales & Marketing Facilitated Intern responsibilities may include, but not limited to:**

- Collecting Existing Data from existing customers via phone, in person, and email.
- Understand & Analyze Data then create various data collection presentation based off real results.
- Perform customer outreach and connections through customer appreciation events and one on one contact via phone or email.
- Assisting in large-scale digital marketing projects
- Assisting in Business planning and organizing, which may include business reports, event prep and performance, communication, etc.
- Uploading and managing social media content on LinkedIn, Pinterest, and YouTube to reach businesses and consumers alike.
- Provide support and create marketing assets for PR, Marketing, and digital team.
- Work with other members of the brand family to sync projects and deliverables between all

## **Key Skills**

- Report Development and Analysis
- Planning and organizing,
- Communication skills for phone, email, and in person
- Teamwork,
- Google Docs.
- Adaptability,
- Editing: Document and Video.

## **Next Steps**

This position will report to the Business Owner/CEO. The intern is responsible for laptop, internet access and telephone availability. If you are interested in applying for this internship, please submit your resume and cover letter to Anderson's Employer Outreach Manager - Kelsey Molo ([molok@unm.edu](mailto:molok@unm.edu)) – be sure to indicate you are applying for the Sales & Marketing Facilitated Internship. Resumes and cover letter will be collected and submitted to the AYANNA DENISE SKIN hiring team for review