

## **Duties of Marketing Intern 5/2021**

### **Responsibilities**

- Collect quantitative and qualitative data from marketing campaigns
- Perform market analysis and research on competition
- Support the marketing team in daily administrative tasks
- Content creation and management of all Social Media accounts Facebook, YouTube, Twitter, Blogs and Instagram if that is assigned to you.
- Assist in marketing and advertising promotional activities (e.g. social media, direct mail and web)
- Prepare promotional presentations
- Assist with distribution of marketing materials
- Manage and update company database and customer relationship management systems (CRM)
- Assist with organizing marketing events

### **Requirements**

- Strong desire to learn along with professional drive
- Solid understanding of different marketing techniques
- Excellent verbal and written communication skills
- Excellent knowledge of MS Office
- Familiarity with marketing computer software and online applications (e.g. CRM tools, Online analytics and Google Adwords)
- Passion for the marketing industry and its best practices
- Current enrollment in a related BS or Master's degree
- Ability to quickly learn and process information
- Organization and time management skills

**If interested, please contact Julita Sanders at 404-955-8741 or  
juvenileoffenderadvocateinc@gmail.com**