Position Title: Marketing Intern

Compensation: $10-$12

Department: Advertising & Marketing Dept.

Hours: Any time between 9am-5pm, Part-Time or Full-Time

General Description:
In this role, you will work closely with the Project Manager to implement marketing programs and agendas that will increase the revenue of the company. This may include but is not limited to setting up digital marketing, print ad marketing, and editorials when needed. Serve as a representative of the company at industry conferences and round table meetings. You will work as the go-to person for contact to our web developers and social media platforms. You will work with our manufactures advertising department in utilizing our Co-Op dollars in the best way to be spent. You will work with the printing and direct mail detail as well as assist the project manager with ongoing marketing projects.

Requirements:
- Excellent communication skills, written and verbal
- Good to better interpersonal skills
- General interest in the construction field
- Knowledge of social media platforms
- Prior marketing related experience is a plus
- Must have completed most upper level marketing classes, any type of digital marketing class a plus
- Have your own transportation and valid driver’s license
- Smartphone must be able to download the latest apps

Job Responsibilities (Not limited to these only):
- Assist with planning and organizing marketing plans
- Assist with maintaining and updating our social platforms
- Assist in developing and maintaining customer hospitality programs
- Act as a brand representative
- Conduct marketing audits
- Conduct general administrative tasks
- Create marketing materials to numerous specifications
- Assist with the creation of concepts, campaigns, and imagery to effectively communicate messages to the target market
- Other assisting duties as assigned

To apply email your resume to Jackie Jackson at Jackie@thertcgroups.com