

JOB TITLE:

Social Media and Marketing Intern

JOB DESCRIPTION:

This position would offer assistance with the digital media and marketing projects at WebSolvers. This internship supports, WebSolvers a digitally dominant design, marketing, branding and communications agency. The position is a non-paid, part-time internship and can be credit based with a time commitment of 15 hours per week.

ESSENTIAL FUNCTIONS:

- Assist in the creation and implementation of marketing strategy and tactics for an assortment of clients in a variety of industries
- Perform social media market research
- Collect and analyze marketing data to develop and adjust marketing plans
- Assist in the creation of client presentations and agreements
- Assemble/create client activity reports
- Assist in marketing and public relations projects with outside vendors/partners
- Maintain good client relations through professionalism in all functions of customer service
- Assist in the coordination of tasks and deliverables between client, production and any doing other third parties
- Contribute to WebSolvers' website, blog, Facebook and Twitter pages
- Perform other duties as requested
- Have a clear understanding and be able to work in the following digital and print marketing channels defined as:
 - Websites
 - Mobile Applications
 - Content Creation/Management
 - Advertising
 - Media Planning/Buying
 - Social Media
 - Video
 - Marketing/Collateral/Direct Mail
 - Special Events
 - Branding

QUALIFICATIONS, ATTRIBUTES & EXPERIENCE:

- College student majoring in marketing, advertising or communications desired
- Familiarity with all aspects of social media
- Detail oriented with the ability to multi-task
- Strong writing and speaking skills
- Ability to communicate and maintain a professional demeanor
- Strong work ethic and positive attitude



- Adobe InDesign, Photoshop and Illustrator skills preferred
- Proficient in Microsoft Office suite
- Highly organized and task oriented
- Excellent critical thinking skills

Please send resumes and cover letter to:

Kelly Rogers

Vice President of Client Services

krogers@websolvers.com

(No phone calls, please)