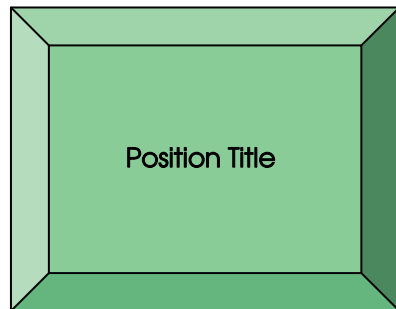
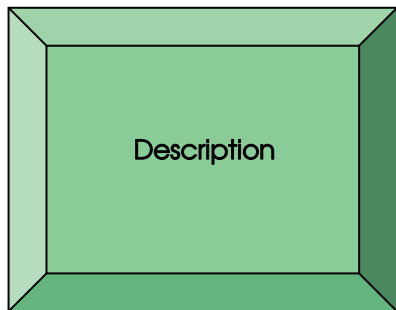
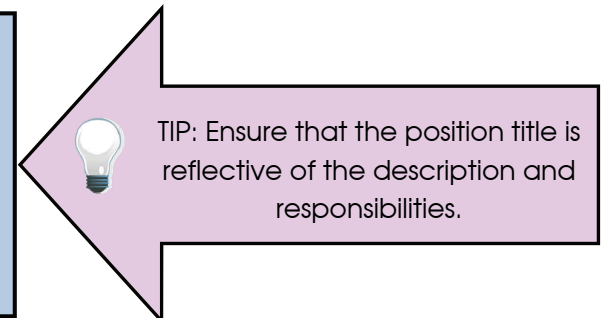


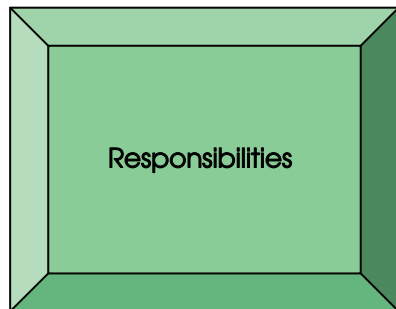
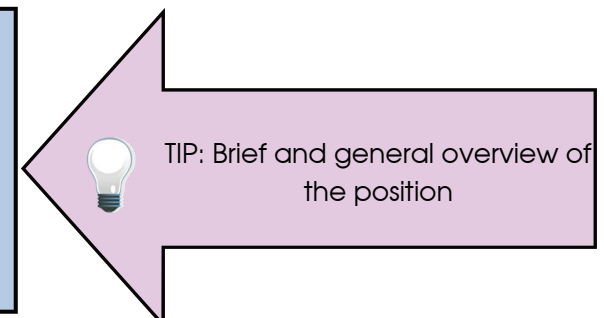
## Sample Internship Position Description



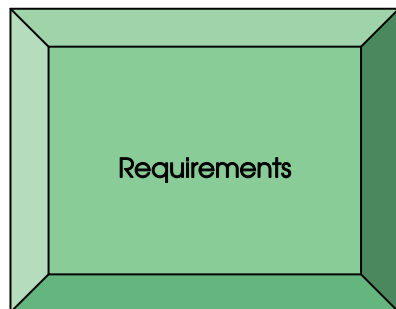
Marketing/Advertising Intern



Company is looking for a qualified intern to join our marketing/advertising team. This intern should be prepared to work in a fast-paced environment and will complete the internship having gained broad experience in various aspects of marketing.



- Assist in the development of signage, circulars, campaigns, online promotions, etc.
- Assist in the distribution or delivery of marketing materials
- Assist with fulfillment of marketing offers
- Assist with execution of trade shows
- Assist with preparation and delivery of training material
- Perform analysis of marketing and sales data
- Prepare presentations
- Enter contact information into management system
- Maintain tracking report of public relations activity
- Open and sort mail



Seeking an undergraduate intern majoring in Marketing or Advertising. This individual should have excellent verbal and written communication skills with extensive knowledge of the Web and social media. PowerPoint, Word and Excel experience preferred.

