Job Description

Job Title: Marketing Intern  
Department: Business Development  
Reports To: Marketing Manager – Charlotte Office  
FLSA Status: Exempt  
Approved By: Senior Vice President of Business Development  
Approved Date:  
Revised Date:  

POSITION SUMMARY:  
Responsible for assisting the Charlotte Office Marketing Manager in the development of marketing materials, databases and other tasks as assigned by the Marketing Manager.

ESSENTIAL JOB FUNCTIONS:  
- Assist with development of templates for marketing print materials  
- Assist with development of proposals and qualifications statements  
- Assist in the development of graphics for print materials  
- Assist in the development of marketing databases  
- Assist with other tasks as assigned by the Marketing Manager

EDUCATION AND WORK EXPERIENCE REQUIREMENTS:  
- High School Diploma  
- Enrollment in Bachelor's degree program in Marketing, Communications, English or related program preferred

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:  
- Self-starter; able to work well without constant direction  
- Strong oral and written communication skills  
- Strong organizational skills and attention to detail  
- Proficient in Adobe Creative Suite and Microsoft Office Suite  
- Interpret a variety of instructions furnished in written, oral, diagram or schedule form  
- Previous marketing skills preferred  
- Communications, Marketing, or related majors preferred

TIME COMMITMENT  
Approximately 12-16 hours a week for 8+ weeks