Internship - Marketing Agency (Charlotte, NC)

Start Date: ASAP  
Position: Marketing Intern  
Reports to: Marketing Manager

PRIMARY JOB DESCRIPTION
A marketing agency based in trendy area of SouthEnd Charlotte, N.C., is seeking a highly motivated individual seeking internship experience within the marketing sector. This position will assist with all existing clients and account teams as well as general office work. The internship opportunity has the potential to lead into a long term position. The position requires approximately 20+ hours per week.

KEY RESPONSIBILITIES
• Becoming an integral part of the team  
• Assisting with brainstorming sessions and new idea concepts  
• Help organize and coordinate the preparation of marketing materials  
• Assisting with onsite events and promotions as needed  
• General administrative tasks and creating event plans  
• Updating client websites  
• Research for new and existing clients  
• Vendor communication  
• Assisting in the creation and proofing of marketing collateral

REQUIREMENTS
• Possess a proactive attitude to do whatever it takes to accomplish to goals for the client in a fast-paced environment.  
• Must be proficient in MS Office: Word, Excel, PowerPoint, Internet navigation and photo editing/sharing software. Experience with HTML / WordPress is a plus.  
• Experience with social media marketing and/or understanding of best practices.  
• Ability to work within strict deadlines.  
• Highly motivated with a strong willingness to learn.  
• Must not have a fear of ducks or the color yellow.

SKILLS
• Detail-oriented with a strong command of the English language and spelling (without spell check).  
• Ability to interact with anyone at anytime  
• Ability to multi-task and prioritize responsibilities  
• Resourcefulness to improvise and creatively solve problems  
• Ability to take direction while adding knowledge as gained in the field  
• Excellent communication, public speaking and strong organizational skills  
• Strong team player with passion and dedication to the tasks at hand

The position also has the potential to turn into a full-time contract position based on performance review and agency needs.

Please reply with resume and cover letter for consideration. julianne@yellowduckmarketing.com