

Marketing Intern

Part-Time



Job Duties

Work with the resources at PSM to oversee outsourced marketing initiatives for our clients. Based on your capacity, you will work with PSM's President, Terrie. S. Wheeler, to determine which projects will be the best fit. Marketing Interns may be responsible for:

- Developing monthly content calendars for PSM clients
- Creating e-communications via MailChimp or Constant Contact
- Managing contact databases
- Updating social media profiles for clients (LinkedIn, Avvo, Facebook, etc.)

Requirements

- Junior or Senior in college majoring in: Marketing, Communications, Advertising, Public Relations, Writing, etc.
- Skilled in technology application
- Is self-directed and highly organized with a strong attention to detail
- Very strong writing abilities
- Personable communication with clients and other PSM resources
- Strong ability to multitask
- Must be timely and dedicated to driving projects forward
- Must have internet access and a dedicated phone line
- Willingness to learn about new technologies and online services
- Desire to go above and beyond by producing excellent work

Details

- Independent 1099 Contractor (No Benefits)
- Part-Time, Up to 10 hours/week
- Flexible work hours
- Work from home
- Hourly Rate: Depends on experience