

MARKETING INTERN

The Marketing Intern provides key support for all marketing department activities including digital projects, print/digital communications, proposals, events, and promotional campaigns. The Marketing Intern works daily and reports directly to the Marketing Manager. The ideal candidate will be detail oriented with the ability to multi-task, prioritize, follow direction but also work independently with a strong focus on production. The Marketing Intern will gain useful tactical tools and marketing experience in this hands-on position and should have a desire to learn and take ownership of tasks assigned.

Typical responsibilities include assisting the Marketing Manager with the following:

- Creating digital content for use on the website, social channels, and email marketing campaigns.
- Drafting and scheduling posts for social media channels and company website.
- Updating project photos, project sheet descriptions and personnel resumes including communication with engineering and surveying project managers regarding project updates.
- Ordering promotional items and updating inventory spreadsheet.
- Attending project on-site visits with Marketing Manager to capture marketing photo.
- Marketing research, as needed.
- Other support for marketing department, as needed.

The candidate must have:

- Be a junior/senior in college or pursuing/attending graduate school.
- Able to commit 20-25 hours a week.
- High level of written and verbal communication skills.
- Attention to detail and commitment to follow-through.
- Strong organizational skills.
- Great attitude and willingness to take on tasks/give creative input.
- Proficient computer skills in Microsoft Office (Word, PowerPoint, Excel).
- Experience with social media (Facebook, LinkedIn, Instagram).
- Ability to juggle multiple projects with quick turnarounds.
- Experience with Adobe Creative Suite (InDesign, Photoshop, Illustrator) a plus, but must be willing/ready to learn at a quick pace.
- Experience with WordPress, a plus, but must be willing/ready to learn at a quick pace.

The Company:

CDS Muery was established in 1988. CDS Muery offers a wide range of consulting services in planning, permitting, civil engineering design, fuel design, surveying and mapping, 3D mapping, subsurface utility engineering, project management, and construction administration.

Hours:

Monday – Friday (20-25 hours per week)

Paid Internship:

\$12-\$15 (depending on experience)

Paid Internship:

If you are interested in applying for this internship please send your cover letter and resume to: cdsm.marketing@cdsmuery.com.