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**BOYS & GIRLS CLUBS
OF CLEVELAND COUNTY**

POSITION DESCRIPTION

TITLE: Marketing Administrative Intern

REPORTS TO: Executive Director, Operations Manager, and Resource Development Director

BASIC REQUIREMENTS Assist with day-to-day communications, data collection, and marketing both print and web-based. Intern projects may include researching & writing newsletters, grants, data entry and direct mail marketing: events planning, photography, and managing social media.

SUMMARY The Marketing Administrative Intern is an integral part of the program team at the Club. This position is a perfect fit for someone looking to take a first step in their career to work with marketing, social media, administrative, and data collection. Our organization has seen tremendous growth over the past five years, and it is expected that growth and improvements will continue. Our goal is to be the premier agency for youth in Cleveland County. The person who fills this position will also be responsible for the items listed below. Our internship program will allow students the opportunity to obtain valuable and applicable work experience in a fast paced and challenging environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Help distribute marketing materials.
- Help organize marketing events.
- Manage and update the company database and customer relationship management systems (CRM)
- Assist in marketing and advertising promotional activities (e.g., social media, direct mail, and web)
- Prepare detailed promotional presentations.
- Help with the planning and hosting of marketing events.
- Monitor all social media platforms for trending news, ideas, and feedback.
- Research and evaluate marketing and digital content.
- Travel to BGCCC Sites and take photos.

QUALIFICATIONS

- Familiarity with social media strategies and platforms
- Flexible work schedule
- Ability to multitask and take initiative.
- Hardworking and dedicated outlook
- Experience with content creation a plus, even if not professionally
- Ability to take direction and absorb information quickly.
- Excellent verbal and written communication skills
- Outstanding multitasking abilities
- Must have a passion for marketing.

ADDITIONAL REQUIREMENTS

- Background check clearance to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.