

IDEA • FORGE

The Idea Forge is looking for a Marketing Intern to support us in developing our marketing & communications plan including branding guidelines and social media.

In this role, you will work closely with the Associate Director of the Idea Forge. You will be expected to maintain our social media platforms which include Instagram, Facebook, and Twitter. You will collaborate with the Associate Director to create and execute a marketing & communications plan and may include email newsletter and flier creation in addition to social media. Additionally, you will be responsible for our website maintenance and creating content for website updates. We are looking for an organized individual who shows initiative, has excellent communication skills, and enjoys working with others.

Basic Qualifications

- Junior, Senior undergraduate or Graduate student
- Ability to effectively communicate
- Willing and excited to work with a team
- Must be able to work 10 hours per week, at least some in-person hours
- Experience/interest in basic graphic design

Preferred Qualifications

- Majoring in Business, Marketing, Advertising, CTD, or similar
- Experience in university website building
- Video editing experience

Estimated hours: 10 hours/week

Pay rate: \$16/hour