



Job Title:	Marketing Intern
Location:	1500 Rivery Blvd Suite 2200 Georgetown, TX 78628
Level/Salary Range:	25-30 hours/wk \$1000-\$1250/mo Stipend
Applications Accepted By:	Joy McVean: jmcvean@novakbros.com

ROLES AND RESPONSIBILITIES

Interns here work hard, and learn constantly as they cycle through various marketing projects and specializations. Novak Brothers consists of 5 Divisions; from Capital to Land Development, from Residential to Commercial Construction and Asset Management, our intern program will allow you to contribute to real marketing strategies and campaigns across a variety of businesses and industries. You will conduct pivotal research and have your voice heard. Wherever you end up focusing your marketing energies, an internship with us will provide you with an excellent baseline of knowledge for all marketing areas.

JOB RESPONSIBILITIES

- Conducting research as assigned by marketing manager or director on demographic trends, and present findings to supervisors
- Participating regularly in brainstorming sessions for the development of marketing campaigns
- Observing and assisting the marketing director and manager with marketing strategies
- Manage social media accounts, including the strategy creation and daily posting and engagement activities
- Researching, planning and executing on marketing campaigns under the direction and supervision of the marketing manager
- Managing the execution of company web site
- Writing content for newsletters and PR related campaigns
- Following up on the outcome of campaign, and preparing analytics for presenting highlights
- Administrative responsibilities to include answering the phone, and take detailed notes in meetings while completing your scheduled marketing tasks

JOB SKILLS AND QUALIFICATIONS

- Completing or have completed a degree in a related field such as business, public relations or journalism
- Passion for learning and growing in the marketing field
- Demonstrated communication and creative skills
- Ability to work well on a team
- Proficiency in Microsoft Word, Excel and PowerPoint

Approved By:	Joy McVean	Date:	11/28/2017
Last Updated By:	Joy McVean	Date/Time:	11/28/017