



Marketing Intern

We are looking for an enthusiastic marketing intern to join our marketing department at our offices located at 1524 S. IH 35, Ste 365, Austin TX 78704. This is an ongoing internship opportunity. You will have responsibilities to help the day-to-day operations of a marketing department including reporting, newsletters and other related tasks. Your contribution will help develop, expand and maintain our marketing channels.

This internship will help you acquire marketing skills and provide you with knowledge of various marketing strategies. Ultimately, you will gain broad experience in marketing and should be prepared to enter any fast paced work environment.

Responsibilities

- Collect quantitative and qualitative data from marketing campaigns and organize it into presentable data for the executive team
- Perform market analysis and research on competition as needed
- Support the marketing team in daily administrative tasks
- Assist in marketing and advertising promotional activities (e.g. social media, direct mail and web creation and execution)
- Help distribute marketing materials to local businesses and establish cross-promotional relationships
- Manage and update company database and customer relationship management system and create weekly report
- Help organize marketing events

Requirements

- Prefer experience with InDesign, Illustrator and Photoshop, but not necessary
- Strong desire to learn along with professional drive
- Solid understanding of different marketing techniques
- Excellent verbal and written communication skills
- Excellent knowledge of MS Office
- Familiarity with marketing computer software and online applications (e.g. CRM tools, Online analytics and Google Adwords)
- Passion for the marketing industry and its best practices
- Current enrollment in a related BS or Masters degree is a plus

Other Info.

- Prefer 20 - 25 hours a week. Will work around your schedule.
- Pay is \$13.00/ hour
- Dress is business casual (jeans are fine most days)

Please send a cover letter and resume to the Marketing Manager, Scott Sproat, to scotts@capsaventures.com and put "Marketing Intern" in the subject line.