

December 15, 2017

Position: Communications and Marketing Intern
Position Number: JEM001CMI

Do you want to learn about environmental resources across the country, and understand how they are regulated and managed? Intern for James Environmental Management, Inc. (JEM) and gain valuable skills while ensuring the compliance of customers throughout the US.

Application Opening Date: December 15, 2017

Application Closing Date: January 10, 2017

Summary

JEM is interested in upper-level students (undergraduate or graduate), or recent graduates, to aid in the communication and marketing development of the company. Our firm provides environmental and safety compliance assurance programs to over 1,200 customers in 42 states. As an intern, you will have the unique opportunity to assist in marketing campaigns that will reach a wide, diverse audience, in addition to gaining real-world experience in a wide variety of media applications, purposeful targeting of audiences, and Customer Relationship Management (CRM) Software.

Internship Duration

This internship is designed to follow a spring semester course schedule. The internship will begin in the latter half of January 2017 and end May 18, 2017.

Hours and Time Commitment

This internship offers flexible hours, and we are willing to work with your schedule. Interns will set their part-time schedule with their supervisor to ensure both the intern and JEM benefit from the communications and marketing work to be done. We ask that the intern work no fewer than 8 hours/week and no more than 15 hours/week (2-3 days).

Responsibilities

- 🌱 Contribute to James environmental Management Inc.'s social media outreach efforts
- 🌱 Assist with marketing campaigns on a variety of media platforms
- 🌱 Aid in the development of marketing materials
- 🌱 Assist with CRM database management and other administrative tasks pertaining to company communications

Qualifications

- ✔ Completed or working toward a college degree, preferably in a related field (e.g. Communications, Marketing, Natural Sciences, Geography, Biology, Chemistry)
- ✔ Must be computer literate. Proficiency in Microsoft Office Suite is essential. Preference will be given to candidates who also possess a working knowledge of media and graphic design applications (i.e. Canva, Photoshop, Adobe Illustrator, InDesign, etc.).
- ✔ Familiarity with all aspects of Facebook, Twitter, LinkedIn, Instagram, etc. for business and personal use
- ✔ Strong oral and written communication skills
- ✔ Highly organized and task oriented—the candidate must be able to prioritize effectively in order to meet tight deadlines
- ✔ Candidate must be a self-starter who is equally efficient working independently or with a team

Benefits

- ✔ Although unpaid, this internship may be eligible for college credit
- ✔ Gain real-world experience in communications and marketing
- ✔ Contribute to your portfolio of work
- ✔ Flexible work hours
- ✔ Opportunity to collaborate with environmental professionals to develop effective outreach initiatives

Application Procedure

Interested applicants should submit their resume or curriculum vitae (CV) via email to Ms. Kristyn Jacher at kjacher@jamesenvironmental.com for review and consideration. Please ensure that the Position Number is in the subject header of the email.