



**Job Title:** Marketing Assistant (Part-Time) - Paid Internship

Are you a college junior, graduating senior, recent college graduate looking to kickstart your career in marketing? Do you like promoting products in a way that entice buyers? Does social media advertising interest you? Do you like interacting with customers and finding new ways to promote certain products? If so, being a Marketing Assistant for J&M Jewelry might be the position for you!

The Marketing Assistant position spans 15 weeks and is designed to prepare you to be successful in a Marketing Career. You will develop skills and capabilities to achieve successful marketing campaigns both through digital marketing and print marketing. You will abide and support our standards of marketing, creating unique ads, social media content, and compelling marketing campaigns that promote our overall marketing goals.

**What To Expect**

Your training as a Marketing Assistant will blend online/conference instruction under the supervision of your manager, director, and company as a whole. You will receive some hands-on training for any events that you are to attend during your 15 week internship. You will receive online training and gain an understanding of how the business works and how the marketing is to be executed. Training will be divided into a few key elements that you as a Marketing Assistant will be focusing on. Those areas of training include:

- Social Media Posts/Content
- Digital Marketing Through Email Campaigns
- Event Marketing
- Product Promotion
- Marketing Plan Creation and Execution

**Do You Have What It Takes?**

- A cumulative 3.0 GPA or higher
- Experience with Google Analytics Preferred but not required
- Confident, Outgoing, Driven
- Honest, Good Morale, Positive Attitude
- Strong Verbal and Written Skills
- Self-motivated and passionate about marketing
- Good time management skills
- Ability to work on your own or as a team
- Goal oriented
- Must be up to date with all social media platforms and how they operate
- Must be able to lift 50lbs



### **What's In It For You?**

- Competitive Pay - \$8 per hour
- Ability to work remotely
- Personal and professional development
- Meaningful real-world work experience
- Learn to help a business grow
- Learn how to target specific demographics
- Learn how to develop a marketing plan
- Learn how to engage and interact with customers
- Involvement in strategic business activities and decisions that welcome fresh and innovative ideas
- Coaching and feedback from mentors and directors
- Opportunity for additional employment after internship is complete