



Heartwood Marketing Solutions is a full-service marketing agency who is dedicated to helping small businesses focus on growth. Our services include but are not limited to graphics and branding, custom websites, SEO, Social Media Marketing, Public Relations, Videography, Photography, Blogging, Review Management, and Event Marketing.

#### Job Description:

We're looking for a driven, ambitious individual who wants to create a career in social media and content marketing and provide creative ideas to help achieve our goals. We're offering a flexible schedule as interns continue to take classes or simultaneously pursue other opportunities. We provide training, guidance, and support, as well as the opportunity to experience the industry from the inside and gain valuable work experience. As a marketing intern, you will collaborate with our marketing and advertising team in all stages of marketing and graphics campaigns. You will have administrative duties in developing and implementing marketing strategies. This internship will help you acquire marketing skills and provide you with knowledge of various marketing strategies, social media, and content marketing.

#### Responsibilities:

- Support the marketing team in daily administrative tasks
- Assist in marketing and advertising promotional activities (e.g. social media, direct mail and web)
- Help distribute marketing materials
- Help organize event marketing
- Potentially help design graphics for marketing materials and promotional activities (e.g. social media, direct mail and web)
- Perform research into our clients' industries and provide actionable tips and advice for expanding their reach in the digital space

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- Monitor social channels for trending news, ideas and memes, then capitalize on those trends through our social media accounts
- Assist in the creation of signage, mock-ups, email campaigns, and social media content
- Assist in planning and hosting marketing events
- Provide administrative support to management when required
- Create and maintain tracking reports of digital and traditional marketing efforts

Requirements:

- Strong desire to learn along with professional drive
- Passion for the marketing industry and its best practices
- Solid understanding of different marketing techniques
- Excellent verbal and written communication skills
- Excellent time management
- Current enrollment in a related BS or Masters degree
- Familiarity with social media strategies and platforms, marketing applications
- Ability to multi-task and take initiative
- Flexible work schedule
- Experience with graphics a plus, even if not professionally
- Data entry and computer skills a must
- Ability to learn other software programs

If you have any questions or need additional information, please let us know. You can reach us directly by phone at 830-481-9629 or by email at [info@heartwoodmarketingsolutions.com](mailto:info@heartwoodmarketingsolutions.com).