**MARKETING INTERN**

**Description**

A non-partisan candidate for Mayor of Toledo is looking for a qualified intern to join our marketing team. Our marketing team produces quality work and seeks an intern who can participate in various stages of print, in person, and online marketing campaigns. This is an unpaid internship, but will be a great networking opportunity and excellent resume / experience builder.

This intern should be prepared to work in a fast-paced team environment, and will finish the internship having gained broad experience in various aspects of marketing.

**Responsibilities**

* Assist in the creation of signage, circulars, mock ups, e-mail campaigns, on line promotion, etc.
* Assist in the distribution or delivery of marketing materials
* Assist with fulfillment of marketing offers
* Assist with execution of events
* Assist with the preparation and delivery of materials
* Perform analysis of marketing data
* Seek and analyze competitor marketing materials both on and offline
* Prepare presentations
* Open and sort mail
* Enter contact information into contact management systems
* Provide support to social media efforts
* Maintain tracking report of public relations activity

**Requirements**

We are looking for a student in the Toledo area who is majoring in Sales, Marketing or Advertising. This person should have excellent verbal and written communication skills, with extensive knowledge of Web and social media. PowerPoint, Word and Excel experience is a bonus, and will be considered when choosing the best applicant for this internship position.

### Majors

Marketing, Sales, Advertising, Computer Science, Mathematics, Language