

Cornerstone Collaborative Florida, Inc.

Position Description

Intern

Job in brief

The Intern supports our staff in a timely and professional manner, primarily providing program support, administration, and creative ideas to help achieve our goals. The Intern's main duties include providing administrative support in developing and implementing activity in one or more of three areas: marketing, advancement, and data management.

The Intern collaborates with our staff in all stages of the assigned work area(s). The Intern's insightful contribution will help develop, expand and maintain our work, meet deadlines, and communicate effectively utilizing a variety of communications and office management technologies.

The Intern will be responsible for making phone calls, planning appointments, and cultivating internal and external relationships. The Intern needs to be able to work with many different kinds of people and be able to adapt to different situations.

Responsibilities

- Collect quantitative and qualitative data from marketing campaigns
- Perform market analysis and research
- Support the marketing and advancement teams in daily administrative tasks
- Deliver and assist in marketing activities (e.g. social media, direct mail and web)
- Prepare promotional presentations
- Help distribute marketing materials
- Manage and update company database and customer relationship management systems (CRM)
- Help organize outreach, marketing, and fundraising events

Requirements

- Current enrollment in college or another post-secondary education/training program
- Strong desire to learn
- Understanding of different marketing and/or social media 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 company mission
- Tallahassee area (preferred)

This internship will help you acquire subject-matter skills and provide you with knowledge of various business strategies. Ultimately, the Intern will gain broad experience in business operations that will prepare them to enter any fast-paced work environment.

Our internships offer you the opportunity to:

- Gain real-world knowledge of working
- Develop technical ability and communication skills
- Explore Career Opportunities
- Network - meet a variety of people
- Develop Mentors - individuals to help guide you through your internship, education and career
- Earn Compensation – Interns may be eligible to receive a salary of \$10 to \$12 per hour (based on education level)
- Schedule is up to 10 hrs/wk during the academic year; and up to 20 hrs/wk during the summer