

Marketing Intern

The Catalyst Center for Business & Entrepreneurship looking for a driven, ambitious individual who wants to create a career in social media and content marketing. We're offering a flexible schedule. We provide training, guidance and support, as well as the opportunity to experience the industry from the inside and gain valuable work experience.

Tasks that will be shared with intern will be as follows.

- Graphic development for all social media platforms
- Appropriate verbiage content varying all social media platforms
- Monitor social channels for trending news, ideas and memes, then capitalize on those trends through our social media accounts
- Assistance in live streaming social media during events
- Creating deliverables that are consistent with Catalyst branding
- Creating and implementing Social Media campaigns
- Event/Program support
- Other duties as assigned

Skills Required:

- Familiarity with social media strategies and platforms
- Ability to multi-task and take initiative
- Flexible work schedule
- Hardworking and positive outlook
- Ability to take direction and absorb information quickly
- High energy & adaptability
- Familiar with Marketing Tools such as Canva, Trello, Social media platforms, and others
- Provide backup administrative support including but not limited to answering phones, set up for meetings and events, facilitate office communications, project mailings, assist with marketing events and initiatives

How to Apply:

Submit your resume and cover letter to Leigh Christian at Leigh.Christian@catalystcenter.org.

Leigh Christian
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