



Every Child an Author

Marketing and Communications Intern

Job Description:

We are looking for an intern with a passion for marketing and communications who will assist with the marketing department in daily and weekly tasks. This position works closely with the marketing team to assist with key projects and requires excellent communication skills.

Position Responsibilities:

This role has plenty of variety and requires some serious multi-tasking, such as assisting with:

- Content creation; including but not limited to email and scripts.
- Proofreading customer communication.
- Maintaining the marketing calendar.
- Organizing marketing events.
- Research and brainstorming new ideas.
- List management.
- Creative Briefs.

Qualifications:

- Pursuing a bachelor's degree in Marketing, Communications, Journalism or related field.
- Excellent attention to detail and highly organized.
- Passionate about Marketing/Communications.
- Experience in, or understanding of, Marketing.
- Strong problem solving and troubleshooting skills.

This opening is for our Topeka office. To apply, email marketing@studenttreasures.com with your resume and cover letter.

Studenttreasures.com

Studenttreasures Publishing, 1345 SW 42nd Street, Topeka, KS 66609, p. 800.867.2292 f. 800.862.2297