Development and Communications Internship – UNPAID.

**Location:** Carrollton, Texas

**POSITION SUMMARY:**
Elite Research LLC seeks an intern interested in being an integral part of a new media and marketing campaign. These internships will provide the individual with hands-on developmental and communications experience. This internship requires a candidate with confidence in interpersonal communication, excellent writing skills, and a passion for making a difference in education and research. The intern will assist in the development and implementation of a social media strategy, with a specific focus on growing our current channels, engaging users and monitoring competitors. In particular, the intern will develop a short and long term social media strategy that includes Dallas community initiatives and increased marketing exposure.

**KEY JOB RESPONSIBILITIES:**

**Data Management**
- Training on database entry, cleanup and maintenance
- Research and list development
- Reporting
- Maintaining and updating accounts
- Monitoring Industry Trends

**Social Media Activities**
Training on increasing following and improving messaging on:
- Facebook
- LinkedIn
- You Tube
- Blogs/Forums

**Events and Webinars**
- Training on the full conference and webinar life cycle, including:
  - Setup for webinars
  - Analyze post-webinar and conference surveys
  - Workshop preparation

**QUALIFICATIONS:**
Current college student or recent graduate
Ability to commit 10 hours on site per week to the internship
Interest in a career in marketing, event planning or business development
Close attention to details and high level of organization
PC skills
Must be currently enrolled as an undergraduate or graduate student