Moxie Marketing

Marketing and Communications Intern

Job Summary: Under general supervision and according to the established policies and procedures, the Marketing and Communications Intern is responsible for assisting the communications department with a variety of internal and external communications as well as event planning.

Essential Job Functions:
• Creating event and product excitement through daily promotions, marketing, public relations and sales strategies.
• Assisting with planning special events.
• Assisting with social media.
• Developing and implementing guerilla marketing tactics.
• Candidate should be working toward a degree in journalism, marketing, public relations, graphic design, organizational communications, English or advertising.

Additional Responsibilities:
• Demonstrates a commitment to service, organization values and professionalism through appropriate conduct and demeanor at all times.
• Adheres to and exhibits our core values:
  Passion: Inserting emotion and excitement in all that is done. Passion for the company, mission and career growth.
  Integrity: Moral wholeness, soundness, uprightness, honesty and sincerity as a basis of trustworthiness.
  Compassion: Feeling with others, being one with others in their sorrows and joys, rooted in the sense of solidarity as members of the human community.
  Excellence: Outstanding achievement, merit, virtue; continually surpassing standards to achieve/maintain quality.
• Maintains confidentiality and protects sensitive data at all times
• Adheres to organizational and department specific safety standards and guidelines
• Works collaboratively and supports efforts of team members
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- Demonstrates exceptional customer service and interacts effectively with clients, customers and management.

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