**Sector: Business Diverse**

**COMPANY NAME**

 **Marketing Intern 2**

**Summary of Position**

We are a local [newspaper](https://en.wikipedia.org/wiki/Newspaper) in [New Mexico](https://en.wikipedia.org/wiki/New_Mexico).

The Marketing Intern is a valued member of our Marketing Team, supporting the Team’s efforts at establishing and building relationships with existing and potential customers while strengthening our brand and reputation in the broader community.

This is an ideal internship for an outgoing individual, who has good oral and written communication skills and enjoys coming into contact with other people via phone, email, and in person.

**Essential Functions**

* Create and edit essential internal and external advertising and promotional materials for the Albuquerque Journal’s products and services.
* Assist the Marketing Specialist with document and contract management.
* Conduct research of particular markets and products.
* Occasionally attend community events with Marketing Team, networking with other professionals and business owners.

**Hard skills**

* MS Office, Excel
* Experience with desktop publishing, PDF conversion (Adobe).
* Writing and editing skills
* Familiarity with CRM (Customer Relationship Management) software platform.
* Command of English grammar

**Soft skills**

* Strong written and oral communication skills
* Interpersonal Skills & Teamwork
* Open to feedback
* Shows initiative

**Working and Physical Conditions/Additional Requirement**

This work occurs in a typical office environment, utilizing a computer and phone. The Intern may attend community meetings outside of the office setting.

\*\*The Company may require a background check and drug test.

**Location:**