

MARKETING & EVENTS INTERN JOB DESCRIPTION

The Fedeli Group is seeking a summer intern who is enthusiastic and passionate about working in the event management and marketing fields. The Marketing & Events Intern supports the marketing team, as well as Health and Wellness Analyst. The ideal candidate would assist in and creating material for a variety of projects including marketing materials, web/digital content and internal communications as well as planning culture activities (office events, community outreach initiative, etc.). The Marketing & Events Intern must be action-oriented, communicate effectively and collaborate with team members. Lastly, they must be willing to step outside their comfort zone with an eagerness to learn.

REPORTS TO

Shared Services Practice Leader

PRIMARY RESPONSIBILITIES

- Support Director of Marketing and Marketing Assistant in various initiatives and administrative duties:
 - Assist with social media: creating images/graphics
 - Assist in the proofing/testing of communications
 - Assist with developing material (sales and educational) for internal staff, clients and prospective clients
- Lead in organizational events
 - Develop promotional communications to get associates excited
 - Handles day of event support to include: being onsite during events, troubleshooting issues and escalating any advanced needs to the appropriate internal partner
 - Assist with sourcing and coordinating required team members/vendors/partners
- Support Health and Wellness Analyst
 - Assist in the creation of wellness communications
 - Assist in preparing for wellness fairs
- Ensure all final deliverables align with brand guidelines.
- Successfully manage project requests and balance workloads to meet all deadlines, using strong communication and organizational skills to determine project scope, vision and deliverables.

REQUIREMENTS

- Studying Marketing or related field
- Proficient in Microsoft Office suite (Outlook, Excel, Word, PowerPoint, etc.)
- Experience working cross-functionally with various stakeholders in a fast-paced environment
- Ability to communicate conceptual ideas and openness to feedback
- Excellent time management and multi-tasking skills
- Excellent interpersonal skills and ability to build good working relationships

SUPERVISORY RESPONSIBILITY

None



WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, cell phones, photocopiers, filing cabinets and fax machines.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

POSITION TYPE/EXPECTED HOURS OF WORK

Full-Time Position – 40-hour work week