



Internship Job Description

Title: Editorial and Marketing Internship

Pay Level: College Credits

Responsibilities: This position is responsible for special project management aimed for both Suite 4 and clients:

- Utilize-word-of-mouth marketing and Internet marketing techniques to increase traffic and brand awareness.
- Leverage social networks to strengthen relationships with existing clients and increase the number of impressions on potential clients.
- Utilize blogging, SEO, social networking and local marketing directories to raise web presence and placement on web searches.
- Other marketing activities as assigned by manager, such as assisting with live events and workshops.

Reporting Relationship: This position reports directly to the agency owner and secondarily to the Lead Strategist

Working Hours: No more than 20 hours weekly

Key Performance Metrics:

- Published blogs, social media posts and completed projects

Knowledge and Skills Required:

- Excellent writing skills for digital and print media.
- Copy editing abilities.
- Understanding of a variety of social network.
- Willing to take initiative on projects.
- Eagerness to learn about new marketing trends.

Email us at hello@suite4social.com with your resume and we'll set up an interview!