

Social Enterprises, Inc., (owner of the GoGreen Conference) provides high-level event planning to non-profit, social change and sustainable industry entities. Please see our website at <http://www.socialenterprises.net> for more information about our company and our events.

We are currently seeking a **Marketing Intern** to join our growing organization. The Internship term is for 3 months, 20 to 40 hours per week and offers a small monthly stipend. Selected Intern will receive hands on training and exposure to the Event Management industry. Qualified candidates will have strong customer service skills and be extremely detail oriented. Experience in marketing, event industry or non-profit development preferred. Interested candidates should submit a resume, cover letter and salary history to jobs@socialenterprises.net. Social Enterprises, Inc. is an Equal Opportunity Employer.

Marketing Intern

Employment Type: Internship | 20-40 hours/week (3 month term)

Reports To: President

Opportunity:

Interns will participate in a 3 month program created to provide hands on training with event marketing in the social cause event industry. Interns will go through a program of weekly goals and training tasks designed to teach basic knowledge and skills necessary to gain employment at Social Enterprises, Inc. or within the Event Industry.

- Assist with event marketing and PR efforts as assigned to include:
 - HTML email development and deployment
 - Print advertising and promotional material project management
 - Press release development and delivery
 - Press calls/relationship development to ensure coverage of our events
 - Coordinate deadlines for Web and Graphic Designers
 - Postcard and poster distribution to key markets
 - Coordinate Street Team volunteers to deliver promotional materials in each market
 - Research new markets and contacts for Social Enterprises, Inc. events

Skills and Abilities Required

- Strong project management, customer service and relationship building skills.
- Strong written and verbal communication, able to deliver clear, concise information tailored to specific and varied audiences.
- Exceptionally detail-oriented and organized, ensuring quality and consistent output.
- Ability to effectively solve problems, make decisions and take action, exercising independent judgment.
- Ability to maintain a professional attitude and work independently with little guidance in a fast paced, changing environment.
- Proficiency in MS Office applications (Outlook, Word, Excel and PowerPoint), Google Docs and Basecamp Project Management systems.

Qualifications and Experience Required

- Four-year college or university degree in Business, Marketing or Communications; an equivalent combination of education and/or experience may be substituted for a degree - OR – Currently enrolled in a 4 year Business, Marketing or Communications degree program.
- Strong work ethic, making the most of time in the office.
- Knowledge of the marketing in the event industry preferred.