

Our dynamic and fast-growing small business is looking for a Communications/Marketing Intern for our GoGreen New York event to assist in market research and help coordinate marketing efforts in area. If you are a go-getter with a passion for sustainability, can keep pace with a flurry of duties and responsibilities, are tech savvy and can see opportunities beyond the obvious, this job's for you! You must thrive in a tele-commuting work situation, be a team player, intuitive driver and enjoy the start-up atmosphere.

The ideal candidate will have a can-do attitude and know how to take initiative to complete objectives, collaborate with a variety of personalities and be able to prioritize multiple tasks and responsibilities. Strong verbal and written communication skills are a must, along with supreme attention to detail and the ability to learn new disciplines, processes and systems. Having a love and strong proficiency in sustainability trends is a huge plus!

Marketing Coordinator Intern | GoGreen NYC

Employment Type: Internship | 20-40 hours/week (3 month term)
Reports To: Director of Communications
Location: New York City

Opportunity:

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

- o Interns will assist with event marketing and PR efforts as assigned, to include:
 - Research of new markets and contacts for Social Enterprises, Inc. events
 - Supporting internal and external social media programs
 - Email campaign development and deployment
 - Creation of advertising materials and promotional collateral
 - Research, development and delivery of press releases; building relationships with press to gain coverage of events
 - Project management and tracking
 - Distribution of promotional printed materials to key markets
 - Street Team coordination and execution
 - Discovery of outside-the-box, regionally-specific marketing opportunities

Skills and Abilities Required

- Strong knowledge of the New York City DMA, city culture and audience base.
- Strong customer service and relationship building skills.
- Excellent written and verbal communication; able to deliver clear, concise information tailored to specific and varied audiences.
- Exceptionally detail-oriented and organized, with a track record of quality and consistent output.
- Ability to creatively and effectively solve problems, make smart decisions and take action—exercising independent judgment when necessary.
- Ability to maintain a professional attitude, presence and work independently with little guidance in a fast-paced environment. Willing to offer ideas, insights and actively contribute to projects.
- Positive, “can-do” attitude and critical thinking skills; Goal-oriented and proven ability to work for the success of a team.
- Honest and accountable; able to take direction and follow through.
- Proficiency in MS Office applications (Outlook, Word, Excel and PowerPoint), Google Docs and common social media platforms. Experience with Basecamp project management tools is a plus.

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 – current enrollment in a four-year Business, Marketing or Communications degree program at a local accredited institution.
- Strong work ethic, making the most of time in the office.
- Experience in—or knowledge of —the marketing, sustainability and/or event industries is preferred.
- Ideal candidate lives in New York City or has extensive in-depth knowledge of the New York City market

To Apply

Send resume, cover letter and salary history to jobs@socialenterprises.net. Only emailed responses will be accepted, direct correspondence to “Hiring Manager” and subject line must read, “NYC Communications/Marketing Intern.” Social Enterprises Inc. is an equal opportunity employer.