

## **JOB DESCRIPTION: MARKETING & COMMUNICATIONS INTERN**

Visible Network Labs is looking to hire an enthusiastic intern to support our growing team's marketing and communications efforts. As a marketing intern, you will collaborate with our marketing and sales teams in all stages of marketing campaigns. Your insightful contribution will help develop, maintain, and expand our marketing tactics. You will have the opportunity to learn numerous marketing strategies and skills. Ultimately, you will gain broad experience in marketing and should be prepared to enter any fast-paced work environment following the internship.

The Marketing Intern Responsibilities include:

- Writing and proofreading content for social media, email, print, and web
- Designing graphics for social media, email, print, and web
- Managing and updating customer relationship management systems (CRM)
- Performing market analysis and research on competitors
- Helping organize marketing events, including webinars and demos
- Support the marketing team in daily administrative tasks

Requirements

- Current enrollment in a related Bachelor or Masters degree program (marketing, business, communications, etc.)
- Strong writing skills - please include past samples of your work
- Access to a computer and reliable internet connection
- Passion for the marketing industry and its best practices
- Interest in social enterprises and mission-driven companies
- Strong desire to learn along with professional drive
- Familiarity with Marketing and design software preferred but not required (Google Analytics, Adobe Suite, Canva, Wordpress, AgileCRM)

Compensation & Timing

This position is 100% remote and requires a 10/hour per week commitment, with a potential increase to 20 hours per week depending on your workload and interest. This is a paid internship with an hourly rate of \$15/hour. The internship begins in late August/early September and runs through mid-December. Interns will also receive career development and networking opportunities.

**To Apply: Please send your resume and a cover letter, along with two writing samples, to Alex Derr, Marketing & Communications Manager, [alex@visiblenetworklabs.com](mailto:alex@visiblenetworklabs.com).**

*About Visible Network Labs: We are a social enterprise that uses network science and social network analysis to help organizations strengthen social connectedness at the individual and systems levels. We create technology and provide training and services to those in the healthcare, government, and education sectors to improve collaboration and individual social support.*