



## Job Description

Position Title	Department	Reports to
Marketing Intern	Marketing	Vice President of Marketing
Employment Status	FLSA Status	Effective Date
<input checked="" type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	January, 2020

### POSITION SUMMARY

STARCS Systems, Inc., the leader in temporary wall containment for healthcare renovations, seeks an enthusiastic intern to join our marketing department. The successful candidate will collaborate with our sales and marketing teams to create and execute integrated digital marketing campaigns. Your contributions will help develop, expand and maintain our customer acquisition and marketing channels. This internship will help you acquire skills important to working in a fast-paced, B2B revenue generation environment and provide you with knowledge of various sales and marketing strategies.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Research and develop buyer personas
- Collaborate and contribute to campaign strategy and execution
- Develop and pilot integrated marketing campaigns, including nurture programs for prospects recently engaged
- Help create collateral and assets important to campaign strategy and sales enablement
- Handle social media outreach on LinkedIn.
- Organize all marketing assets and create a menu of quick links for the salesforce.
- Organized all our training documentation so people internally can find them.
- Proof new technical installation guides. Help organize marketing events.
- Act as liaison between web & creative outside agencies when needed
- Support inside/regional sales teams & channel partners.
- Performing all other business-dependent duties as assigned

### MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Candidate for (or recipient of) a Bachelor's degree in Social Sciences (Sociology, Psychology), Economics, Marketing, Business, Computer Science, or relevant field
- Excellent knowledge of MS Office with proficiency in PowerPoint and Excel
- Able to perform data analysis, draw conclusions and make recommendations
- Strong desire to learn along with professional drive
- Outgoing and personable
- Motivated self-starter
- Strong team player, with ability to work independently
- Customer service focused

- Solid organizational and project management skills
- Comfortable with ambiguity and asking questions
- Excellent verbal and written communication skills
- Focus on quality and attention to detail

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the individual is regularly required to talk or hear. The individual frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The individual is occasionally required to stand; walk; sit; and reach with hands and arms. The individual must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

**NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

**Reviewed with employee by**

**Signature:** \_\_\_\_\_ **Name (print):** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Received and accepted by**

**Signature:** \_\_\_\_\_ **Name (print):** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

STARC Systems is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

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