



## Sales & Marketing Summer Intern

**Reports To:** Director of Marketing & Social Media / Director of Sales & Community Relations

**FLSA:** Non-Exempt

### **Job Summary:**

As a Marketing and Sales Intern, you will assist the marketing and sales teams in developing and implementing strategies to attract and retain customers, drive sales, and enhance brand awareness. You will gain valuable hands-on experience on both marketing and sales functions, allowing you to develop a well-rounded skill set and gain insight into various aspects of business development. This is a paid internship position.

### **Duties and Responsibilities:**

- Assist in market research to identify target demographics, market trends, and competitive analysis.
- Contribute to the creation of digital content for a variety of venues (web, digital advertising, social media).
- Assist in organizing and promoting sales events and promotional campaigns.
- Conduct outreach to potential customers through phone calls, emails, door-to-door, and networking events to generate leads and drive sales opportunities.
- Assist with administrative tasks as needed, including managing inventory of marketing and sales materials.

### **Knowledge, Skills and Responsibilities:**

- Strong written and verbal communication skills.
- Self-motivated, organized, and accountable
- Experience with Adobe Illustrator, Photoshop or Adobe Express is a plus.
- Familiarity with social media platforms and digital marketing tools.
- Experience with managing a social media page for a brand or organization is a plus.
- Excellent interpersonal skills and ability to build relationships with customers and colleagues.
- Creative thinking and problem-solving skills.
- Ability to work independently and as part of a team.
- Strong attention to detail and organizational skills.
- Ability to prioritize tasks and manage time effectively.
- Must be able to drive a vehicle; possess valid driver's license with an excellent motor vehicle record.
- Bi-lingual, a plus, but not required.

### **Education and Experience:**

- Currently pursuing a degree in Marketing, Communications, Business Administration, Advertising, or Graphic Design.

### **Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Valid driver's license required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent standing, sitting, and reaching above shoulder height.
- Must be able to hear well enough to communicate with employees, customers and business contacts.
- Willing and able to travel by air or ground.
- Ability to be mobile through various job sites and work areas.

Please submit resume and cover letter to [hr@pscfiber.net](mailto:hr@pscfiber.net)

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