

Marketing Intern

POSITION INFORMATION

Employer	TitleSmart, Inc.
Division	Operations Department
Title	Marketing Intern
Description	<p>TitleSmart, Inc. is looking for an applicant with a strong desire to learn and a drive towards professional growth. They need excellent verbal and written communication skills, and possess exceptional grammar. We require applicants be skilled in using a computer and various trending software applications. TitleSmart, Inc. embraces the motivation of self-starters who enjoy taking on new tasks and running with them. With that, the applicant must be creative and open to collaborating and sharing ideas. The title industry requires extremely detail oriented individuals who take pride in delivering accurate work and are able to prioritize multiple tasks and duties throughout the day.</p> <p>Applicant will be working in the Special Projects Department on the following projects:</p> <ul style="list-style-type: none"> • Quarterly Newsletter – The Smartie Skim • Various Email Campaigns ran through Mail Chimp • Web and Print Advertising • Home Buyer Seminars • Event planning for: 5K for local charity Spare Key, annual company holiday party, and other various events as they come up throughout the year in and out of the office.
Location	<div style="background-color: #f0f0f0; padding: 10px;"> <p>LOCATION</p> <p>Nationwide no</p> <p>City Maplewood</p> <p>State/Province Minnesota</p> <p>Country United States</p> </div>
Position Type	Internship
Desired Class Level(s)	Sophomore, Junior, Senior, Alumnus
Work Authorization	US Citizen, Permanent Resident, Permanent Resident (U.S.), U.S. Citizen

HOW TO APPLY

Requested Documents:
Resume
Cover Letter

IMPORTANT DATES

Posted On:
Feb 01, 2017

Applications Accepted Until:
Apr 01, 2017

DEFAULT EMAIL FOR RESUMES

maggie@title-smart.com

CONTACT INFORMATION

Employer TitleSmart, Inc.
 Name Maggie Koebele
 Title Human Resources & Special Projects Assistant
 E-mail maggie@title-smart.com
 Website <http://title-smart.com>
 Phone 651-779-3075
 Fax 651-779-3066
 Address 2127 E County Road D, Suite A
 Maplewood, MN
 55109 United States

Salary Level	\$15.00/ Hour 
Job Function	Marketing Communications, Public Relations, Events, Writing, Publishing, Journalism, Broadcast
Desired Start Date	March 1, 2017
Duration	Flexible
Approximate Hours Per Week	15
Travel Percentage	No Travel
Qualifications	<p>Candidates should be studying or possess knowledge, passion, and talents in marketing, journalism, communication, graphic design, or related fields and should have experience in the following:</p> <ul style="list-style-type: none">• Various writing styles for: advertisements, summary reports, social media, etc.• Graphic design for social media, advertisements or other various marketing projects• Event planning and coordination• Knowledge of Social Media platforms and how to operate them from a business standpoint• Providing miscellaneous office support where needed, and when applicable, throughout the company.

Help Desk: 703-373-7040 (Hours: Mon-Fri. 9am-8pm EST)

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