Marketing Communication Internship – Fall 2019

Title: Marketing Communication Intern

Location: Warrendale, PA

Reports to: Director of Marketing

Basic Function:
The Marketing and Communications Intern will be responsible for assisting Printing Industries of America in the execution of its marketing and public relations plans. This will be a hands-on approach with he or she regularly contributing writing, editing, and marketing ideas. The internship will begin on September 5th and run for approximately 10 weeks. A stipend will be awarded upon completion and at the discretion of the supervisor.

Responsibilities:
1. Assist in creation of marketing plans for the organization
2. Assist with blog, press release, and email marketing creation
3. Assist with project and reporting administration
4. Assist with conference and awards administration
5. Assist with other duties as assigned

Minimum Qualifications:
1. Currently enrolled as an undergraduate student, junior or senior level preferred, pursuing a degree in marketing, communications, or a related field
2. Excellent organizational skills, attention to detail, and the ability to prioritize in a changing environment
3. Comfortable working in team-oriented environment and independently at times.
4. Proficiency in Microsoft Word, Excel, Internet, and Outlook required

To apply:
Please send a resume and two writing samples to marketing@printing.org. Selected applicants will be contacted for an initial phone interview. Final candidates must be able to travel to our offices for an in-person interview. No phone calls.