



Marketing Intern

TLT Leading Leaders

About this Job

Marketing Intern

The TLT- Tomorrow's Leaders Today internship consists of a unique opportunity to offer real world experience in multiple disciplines that bring to life the knowledge gained in academics. The Internship Program aims to provide Interns with a meaningful experience and an opportunity to explore and expand upon their skills and knowledge. Each Intern will be exposed to the daily tasks related to their marketing, advertising, writing, journalism educational track (projects, meetings, and creative brainstorming), as well as necessary corporate organization and administrative tasks (culture, inter-department collaboration, corporate communication methods, etc.). Additionally, Interns will receive the benefit of partaking in the inner workings of a successful and established non-profit organization. We take the Interns future interests into consideration, and provide each intern with an Advisor that will help guide them throughout the duration of their internship.

Typical duties:

- Develop summary reports from survey data
- Create/Update PowerPoint presentations
- Write and edit communications for marketing initiatives or newsletters
- Interview internal/external subject matter experts for source material or to confirm details on various marketing or communication projects
- Assist with creating, editing or researching marketing plan, policies and procedures
- Draft brochures
- Work with Social Media individuals on content and scheduling

Desired Qualifications:

- Currently pursuing a career in marketing, advertising, writing, and journalism
- Excellent writing and editing skills
- Intellectual curiosity and an ability to understand the client's perspective
- Microsoft Office knowledge (strong Excel and/or PowerPoint skills a plus)

- Effective time management skills (deadline/results driven)
- Strong interpersonal and communication skills

Work Schedule: Flexible, up to 12 hours per week

Physical Demands and Work Environment:

- Frequently required to sit, stand, and walk
- Continually required to talk or hear
- Continually required to utilize hand and finger dexterity
- Continually utilize visual awareness to operate equipment, read technical information, and/or use a keyboard

About TLT - Tomorrow's Leaders Today, Inc

TLT: Tomorrows Leaders Today, Inc. is a 501(c)3 nonprofit organization dedicated to helping develop youth leaders through education, collaboration and mentorships with community & business leaders for the collective benefit of the students and their communities.

Location

REMOTE

Compensation

TYPE

Unpaid

DURATION

Temporary / Seasonal

Company Details

COMPANY SIZE

1 - 10 employees

INDUSTRY

Non-Profit

HEADQUARTERS

Collin and Denton County, Texas

WEBSITE

<https://www.TLTLeaders.org>

SOCIAL MEDIA

<https://www.facebook.com/TLTLeaders.Org>

<https://www.linkedin.com/company/64271191>

WORK AUTHORIZATION REQUIREMENTS

US work authorization is required

Contact Information

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