

# SOUTHSIDE

## CREATIVE

Position Title: Marketing Coordinator Intern

### Position Summary:

If you like to learn about making incredible things out of practically nothing, we might need to talk. Southside Creative Group is in the market for an awesome Marketing Coordinator Intern. Interested?

We want to hire a collegiate-level go-getter who is also a self-starting, idea generating, clairvoyant, conceptual-thinking, ambassador/artist/perfectionist.

### Company Overview:

Established in 2007, Southside Creative is a full-service marketing firm providing businesses with creative and results-driven solutions. As an outsource marketing department to a number of companies, Southside Creative's outside perspective fosters thoughtful, cohesive and appealing points-of-view to solidify their clients' brands and help keep them ahead of the curve.

### Essential Roles:

1. Learn the basics with our client base (health care, professional services, commercial facilities management, landscape management, and more)
2. Coordinate a variety of interactive and offline tasks from content libraries to social media to ad campaigns.
3. Help to maintain project deadlines and budgets
4. Estimate and manage time accurately and independently
5. Update databases and research our clients and their competitors.

### Skills Required:

1. Strong communications skills: ideation, brainstorming, note-taking
2. Basic knowledge of Adobe Creative Suite C5 or greater
3. Intermediate writing skills
4. Solid knowledge of MS Office (Word, Excel, PowerPoint)
5. Ability to think strategically and creatively
6. Ability to speak up
7. Meticulous attention to details
8. Good sense of humor
9. Ability to prioritize and meet deadlines within a short timeframe
10. Work well with a small team
11. Possess strong business ethics; be reliable and dependable
12. Knowledge of search engine optimization (SEO) and social media principles a plus

### Experience Required:

- Junior or Senior level (In 300-400 level class or degree)
- Samples of produced print and digital work or portfolio web site required (i.e., freelance, previous intern or coursework)
- Professor reference

### Benefits:

- College credit
- Stipend
- Industry experience

Email resume and online portfolio to [info@southsidecreative.com](mailto:info@southsidecreative.com).

Southside Creative Group offers equal employment opportunity to all applicants regardless of race, religion, color, gender, age, national origin, citizenship, or disability.