



Creek Indian Enterprises Development Authority Internship Opportunity (**Volunteer Position**): Open Until Filled

Marketing Intern

The Marketing Intern will assist the Marketing Manager in day-to-day activities. This internship will give the intern valuable, real-world experience as well as providing the Marketing Manager with additional administrative support. This position reports directly to the Marketing Manager of CIEDA.

Classification

This is a volunteer position. College credit may be available based upon the requirements of intern's college or university.

Duties and Responsibilities

- Assist with researching media rates, availability, and delivery and market demographics.
- Assist with setting up and maintenance of social media platforms.
- Assist with compiling information for website.
- Analyze redemption of coupon usage.
- Assist with design of marketing pieces and websites.
- Assist with copywriting.
- Perform miscellaneous office duties (answer phones of Marketing Manager, organization of files, updating contact database, etc.)
- Assist with miscellaneous special projects.
- Perform other duties as assigned.

Qualifications

- College student majoring in Marketing or Advertising.
- Demonstrated ability to communicate effectively both verbally and in writing. Must be able to communicate effectively with employees, the general public and all levels of management, maintaining professionalism and respect.
- Must be well organized with excellent attention to detail and ability to handle multiple priorities.
- Must possess initiative, drive, common sense, creative flair and flexibility.
- Strong working knowledge of MS Office is required. MS Publisher, PowerPoint and Access knowledge a plus.
- Graphic design and Web design knowledge a plus.
- Must be able to maintain confidentiality at all times.
- Must possess a valid state driver's license.
- Willing to work odd and irregular hours.
- Ability to comply with all other requirements as specified within the CIEDA Personnel Policies and Procedures.

Apply online at www.CIEjobs.com

Applications to C.I.E.D.A. HR Department

100 Brookwood Road, Atmore, AL 36502

Phone: (251) 368-0819 Fax: (251) 446-7018 E-Mail: HR@pcicie.com



PREFERENCE SHALL BE GIVEN TO QUALIFIED AMERICAN INDIANS / DFWP

Complaints about the recruitment or selection process for employment should be directed in writing to office of the President/CEO of CIEDA