



MARKETING INTERN

Although we enjoy coffee and food more than most (and incorporate it in a lot of what we do), being a runner for these is not the focus of a Marketing Internship here at Gillespie Group. This internship will help you acquire marketing skills and provide you with knowledge of various marketing strategies.

We are looking for an enthusiastic marketing intern, with a passion to learn and to contribute creative ideas to join our Marketing Department. In addition to administrative duties in developing and implementing marketing strategies, our Marketing Intern will have the opportunity to have their voice heard by participating in regular brainstorming sessions, developing a marketing campaign and seeing it through to execution, as well as organizing and being a large part of marketing event and collaborations.

Our culture at Gillespie Group is focused on creating a unique and memorable experience for our residents, tenants, future residents/tenants, as well as our entire team. This means YOU!

DUTIES & RESPONSIBILITIES

- Conduct research as assigned by Marketing Manager on audience trends, and present findings
- Participate regularly in brainstorming sessions for the development of marketing campaigns, and take detailed notes of meetings
- Own one social media account, including the initial strategy creation and daily posting and engagement activities
- Research, plan, and execute one marketing campaign under the direction and supervision of the Marketing Manager. Follow up on the outcome of said campaign, and prepare a presentation going over the highlights
- Carry out administrative and data entry – related tasks, and maintain organized files for the marketing team
- Help distribute marketing materials
- Help organize marketing events

QUALIFICATIONS

- Strong desire to learn along with professional drive
- Takes initiative at finding an opportunity
- Solid understanding of different marketing techniques
- Good verbal and written communication skills
- Excellent knowledge of MS office
- Knowledge of Adobe Photoshop and Illustrator, and video-editing
- Passion for marketing industry and its best practices
- Current enrollment in a related Bachelor's degree