**MARKETING / SALES / ADVERTISING INTERN**

**Description**

Company is looking for a qualified intern to join the marketing efforts of the EDGE Innovation Network. Our team is the technology foraging arm of a large DoD Systems Integrator, where we seek to connect bleeding edge technologies and capabilities to our engineering team. Our team seeks an intern who can participate in internal and external marketing campaigns.

This intern should be prepared to work in a fast-paced team environment, and will finish the internship having gained broad experience in various aspects of marketing.

**Responsibilities**

* Assist in the creation of signage, circulars, mock ups, e-mail campaigns, on line promotion, etc.
* Assist in planning, writing and managing e-blasts and e-newsletters
* Assist in developing editorial and event calendars
* Assist in the distribution or delivery of marketing materials
* Assist with the preparation of training materials (new member orientations, welcome, etc.)
* Conduct analysis of marketing and communication metrics on a weekly basis
* Seek and analyze competitor marketing and sales materials both on and offline
* Prepare presentations
* Enter contact information into contact management systems
* Update website regularly
* Update and maintain EDGE’s social media presence, including daily monitoring, posting, scheduling and reporting
* Collaborate with staff on new ideas, directions and tools for marketing and communications

**Requirements**

Company is looking for an undergraduate student in the Kansas City metro area who is majoring in Sales, Marketing or Advertising. This person should have excellent verbal and written communication skills, with extensive knowledge of Web and social media. PowerPoint, Word and Excel experience is a bonus, and will be considered when choosing the best applicant for this internship position.

**Majors**

Marketing, Sales, Advertising, Computer Science, Mathematics, Language