

Marketing Assistant Intern



-Full-time - 6 to 12 months - San Francisco, CA - \$1500/months

Description of the company

A digital Marketing agency is looking for a Marketing associate intern to join their team in San Francisco, California.

Missions:

- * Assist in creating proposals for new business inquiries
- * Assist Marketing and Account Manager with ongoing projects: social media, event marketing, influencer, marketing, strategic partnerships, email marketing, PR, research, etc.
- * Assist with Marketing recaps for clients
- * Assist with the creation of creative briefs
- * Assist with social media content creation
- * Manage the email database
- * Content writing for the company blogs, newsletters, and social
- * Meeting preparation: welcome signs, calendar invites, conference room set-up

Skills:

- Excellent oral and written communication skills in English
- Attention to detail
- Team player, but able to work autonomously
- Ability to multitask and support multiple projects
- Good understanding of marketing principles
- Experience in a Marketing/Communication agency is a strong plus
- Windows/Mac OS cross-literacy is a plus