

MARKETING INTERN

Do you wear hats? Like, a lot of them? Good. We're looking for a multi-faceted, multi-talented, multi-everything Marketing Intern to work part-time (2-3 days a week). If you are a junior or senior in college or a recent college grad, have lots of hustle and a desire to join a rapidly growing creative shop – get in touch.

RESPONSIBILITIES

- Assist Project Managers in coordinating project teams consisting of strategists, copy writers, designers, web developers, free lancers and vendors to take multi-layered projects from concept to production
- Help PM's effectively manage budgets and timelines to keep projects on track and within scope
- Balance multiple workloads and deadlines while bringing a passionate attitude into the office
- Collaborate with New Business Development team to manage new prospect leads and crafting proposals
- Will provide support for: proofing proposals and creative work, research, adjusting timelines, and planning agency resources

Proverb

REQUIREMENTS

- You must be working towards a Bachelor's degree in Marketing, Communications, Business Management or a related field
- You have exceptional verbal and written communication skills
- You're willing to wear many hats and bring creative solutions to our growing business
- Knowledge of project management software a plus (i.e. SmartSheet, Gantt Charts, Basecamp)
- Approved candidates will be supplied a writing prompt to show written communication skills
- Love of classic rock a plus

ABOUT PROVERB

Founded in 1999, Proverb is an award-winning Boston based agency that specializes in making places that people love. With a focus on truth and simplicity, our work takes a long-term strategic approach to developing and enhancing our client's business, with teams spanning brands and market strategy, advertising, identity and naming, interactive design, product development and communications design.

Please send your resume and a link to your portfolio to justin@proverbagency.com with subject line as **MARKETING INTERN**.

Proverb