



MARKETING INTERNSHIP JOB DESCRIPTION

The marketing intern will assist with the Marketing & Communications Specialist with copy writing, graphic design, and event planning. The Marketing intern will also work closely with branch managers and the CEO to provide support and consistency across all branches.

JOB FUNCTIONS

- Assists in the creation of marketing campaigns including copy writing and graphic design
- Posts regular social media updates on Facebook and Instagram
- Assists in the planning and communication of events and sponsorships to excel the social mission of the credit union
- Attends events as assigned with the Marketing & Communication Specialist
- Assists with internal employee communication assets
- Prepares reports monthly of campaign data and creative
- Helps maintain the website
- Helps with interoffice duties such as mailing direct mail pieces or placing orders
- Performs other duties as assigned

SKILLS REQUIRED

- Proficient in Adobe Creative Cloud and Microsoft office
- Ability to work on both windows and Mac operating systems
- Familiar with Mail Chimp
- Working knowledge of WordPress
- Excellent written and verbal communication skills
- Superior organization skills
- Very detail oriented
- Excellent proof-reading skills
- Ability to perform multiple tasks at once and meet deadlines

QUALIFICATIONS

College student at sophomore, junior, senior or master level status or a recent college graduate within the last 3 months with a focus in Marketing or a related business field. Minimum GPA of 3.0. A strong desire to pursue a career in the Marketing field is preferred.



TO APPLY

Submit this form, a resume, and cover letter highlighting why you would be a great fit to Art Wasek at AWasek@Forestarea.com by **7/31/19**.

CERTIFICATIONS/LICENSES

Must be bondable.

WORKING CONDITIONS

Will be based in-person at the Fife Lake office. No remote opportunities available.

PHYSICAL ACTIVITY REQUIREMENTS

- **Average Hearing:** Able to hear average or normal conversations and receive ordinary information.
- **Average Visual Abilities:** Average, ordinary, visual acuity necessary to prepare or inspect documents or products, or operate machinery.
- **Finger Dexterity:** To individually, or as a group, flex and extend fingers for fine and precise manipulation of small items, or to activate a keyboard mouse. Handling or touching with the fingers, e.g., turning switches on/off, using a telephone push button or 10-key calculator.
- **Physical Strength:** Sedentary work; sitting most of the time. Exerts up to 10 lbs. of force occasionally.
- **Pulling:** Using upper body to exert force in order to draw, haul, or tug objects in a sustained motion.
- **Pushing:** Using upper body to press against something with steady force in order to thrust forward, downward or outward.
- **Repetitive Motion:** Movements frequently and regularly required using the wrists, hands, and/or fingers.
- **Talking:** Especially where one must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly.

PERFORMANCE MEASUREMENTS

- Carry out assigned responsibilities with minimum number of errors according to established department standards.



- Provide effective assistance to marketing staff in planning and implementing marketing assets and events
- Communicate effectively with management
- Meet deadlines as assigned
- Maintain a positive image for the credit union, professional work environment, and businesslike appearance

INTENT & FUNCTIONS OF THE JOB DESCRIPTION

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to include essential functions and basic duties typically demonstrated by someone in the position. Peripheral tasks, only incidentally related to each position, have generally been excluded. Knowledge, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the functions, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employment-at-will does not impact the employee's right to negotiate singly or in a group and participate in concerted activities regarding the terms and conditions of their employment under the NLRA. Employees can be terminated for any reason not prohibited by law.

This job description is not a contractual commitment by the credit union concerning the terms of employment, benefits, or other matters. I realize that I am an employee-at-will, am employed for no specific period of time, and that employment may be terminated by the credit union or myself, at any time, for any reason, with or without cause and with or without prior notice. This employment-at-will status cannot be altered or modified in any way by any oral or written statements, policies or practices and can only be altered or modified by a written employment contract signed by the Chief Executive Officer of the credit union. Employment-at-will does not impact the employees' right to negotiate singly or in a group and participate in concerted activities regarding the terms and conditions of their employment under the National Labor Relations Act (NLRA). I also understand that as a condition of employment and to ensure workplace security and safety, all credit union facilities, credit union property (including but not limited to computers, internet, desks, workstations, electronic and hard copy files, voice-mail, and e-mail), and employees' personal property may be inspected upon request, and/or with or without permission or advance notice. I consent to such monitoring and inspection and understand that I cannot expect personal privacy when using company equipment. As required, Management, at its complete discretion, may modify or eliminate these summarized policies and procedures or any policy, practice or procedure at any time without notice. I realize I will be responsible for complying with future changes in credit union policies, practices, and rules.

FLSA STATUS: Non-exempt

PAY GRADE: 1



Employee Signature

Date