

**TITLE: Marketing and Business Development Intern**

REPORTS TO: CEO

*Purpose*

Ensure that members have an excellent experience at the credit union. Coordinate production of media, advertising, and sales literature. Coordinate and participate in community events and production of credit union communication. Assist in administration of promotions and employee sales programs. Responsible for assisting the marketing department in all campaigns and promotions. Provide assistance to the CEO and perform a variety of administrative and clerical duties.

*Duties and Responsibilities*

1. Greet and welcome members to the credit union in a courteous, professional and timely manner, providing prompt, accurate, and efficient member experience and superb service.
2. Coordinate activities between the credit union and any marketing or printing agency.
3. Maintain a constant check on in-progress materials to meet deadlines.
4. Place orders and monitor quality of printed materials and deliveries.
5. Typeset forms and letters on a computer or on the Intranet for use in the marketing department and throughout the credit union.
6. Assist in the creative design process.
7. Maintain and file records of all printed materials and master copies. Ensure that all documentation is up-to date and files are complete.
8. Take photos during credit union events. Maintain photo and slide show for the credit union.
9. Assist with planning, coordinating, and executing marketing campaigns.
10. Assist with planning and coordinating and executing annual and special events or seminars.
11. Provide administrative assistance to the CEO and Marketing Department staff, utilizing a range of computer software applications to include Word, Excel, PowerPoint, Adobe, and other graphic and design software.
12. Edit marketing collateral and other marketing materials. Proof work of others for accuracy and completeness.
13. Assist in scheduling and/or arranging appointments and meetings. Maintain the department's calendar of events and schedules.
14. Answer the department's telephone, disseminate information or resolve questions, and/or route calls to appropriate individual. Take messages and coordinate follow through.
15. Maintain inventory of marketing supplies and brochures. Determine when to reorder and place orders to replenish inventories.
16. Other duties as assigned.