

8THIRTYFOUR

INTEGRATED COMMUNICATIONS

8THIRTYFOUR Integrated Communications Communications Internship Description

Grand Rapids' leading integrated communications firm is looking for a communications intern to assist with projects.

We are seeking a highly-motivated individual with strong organization and communication skills who desires to gain hands-on experience in a fast-paced environment.

Responsibilities:

- Update internal documents and database using Microsoft Office, Mail Chimp, and Basecamp programs
- Assist with event planning, proofreading, copywriting, competitive research, the company database, customer follow-up, general research and events
- Assist with client errands and appreciation activities
- Prepare agendas for and attend group meetings, provide input and take notes
- Provide updates on status of projects/tasks administered
- Creative concept and brainstorming assistance
- Collection of customer testimonials/feedback
- Personal correspondence on behalf of 8THIRTYFOUR
- Creation of social media and blog content
- Other duties as assigned (be ready for anything!)

Skills:

- Excellent written and verbal communication skills
- Understanding of marketing and communications
- Understanding of social media
- Ability to complete tasks with minimal supervision
- Contribute to a team environment
- Ability to manage multiple tasks and multiple client projects at once
- Provide creative input and positive approach to projects
- Experienced in Microsoft Office programs- advanced in Word, Excel and PowerPoint
- Customer service experience
- Ability to learn quickly, think on your feet, and problem solve
- Proofreading and copywriting experience

Requirements:

- Available for 10-15 hours a week
- Possible weekend on-call dates (for client events as needed)



- Reliable transit to run errands as client work requires

Benefits:

- Free parking provided
- Robust learning experience
- Collaborative work environment
- REAL projects
- Office dogs
- \$10/hour
- College credit not required; available if criteria is met

Knowledge & Skills

Candidate should be capable of initiating and maintaining strong personal relationships. In addition, he/she should be able to coordinate with vendors, clients and others involved insuring the completion of associated activities.

A high degree of organization and self-motivation is required. This person must quickly learn the product and the market. He/she must also stay aware of the upcoming company opportunities to ensure participation whenever it makes sense.

Prefer a Junior-Senior in college working on marketing or communications degree with high technical aptitude.

To Apply

In addition to the standard cover letter and resume, we want to see who you are, so point us to your blog, share three websites you visit daily, and your social web profiles.

In your cover letter, we'd love to know why your friends love you, what three words are typically used to describe you, and what assets you will bring to our work environment at 8THIRTYFOUR.

Finally, please share two writing samples that show off your talent.

Only emails will be considered (no in-person deliveries), in 1 single PDF doc, not several: Sarah@834design.com, by November 24, 2017.