

Continuing Education Internship Description

The Continuing Education department at Edmonds Community College is looking for a social marketing INTERN to join our marketing team. Continuing Education focuses non-credit classes for students ranging from ages 8 to 88. Unlike most campus credit bearing classes, we design our classes for the lifelong learner looking for fun and engaging classes and workshops held in friendly and small classroom settings.

We are seeking a self-starter able to work on their own initiative while supporting a small team. The intern will assist in the production of promotional material like emails, social media, blog posts, etc. This intern should be prepared to work in a startup paced environment and will finish having gained a broad experience in various aspects of marketing from social media to email marketing. The schedule is flexible to meet the needs of the student's course load.

Duties & Responsibilities

- Create marketing graphics and assets
- Execute email campaigns to be sent to our clients using Constant Contact
- Monitor and update social media accounts, including Facebook, Instagram, Pinterest, and Twitter
- Write and upload blog posts
- Assist Marketing Director as needed

Qualifications & Skills

- Competence in Adobe Creative Cloud Suite; particularly Photoshop, and InDesign
- Experienced in working with Microsoft Office products such as Word and Excel
- Working knowledge of HTML code
- Must be motivated, flexible, organized, and know how to meet a deadline
- Excellent written and oral communication skills
- Detailed knowledge and experience of social media
- Be able to work independently
- Be available to work during routine office hours

The position may begin as early as October 10th if schedules are workable and ends March 16th with an expectation to work for 8 hours a week in office or when available. The position may extend for a longer period of time, based on mutual agreement. We have the computers and devices with necessary software. This is an unpaid internship and the director is willing to complete the paperwork if the student is using this experience for college credit.

If interested please email your resume to Director of Continuing Education, Mary Heffernan Trester at mary.heffernan@email.edcc.edu

Edmonds CC is an equal opportunities employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.