

MARKETING OPERATIONS INTERN

RESOLUTE

problems solved.

Who You Are:

As the Marketing Operations Intern, you play an important role in our marketing department! No glorified coffee runs or mundane administrative tasks here – you'll gain valuable skills and experience you can utilize moving forward with your career after college. With Resolute, you'll have the chance to make a difference and gain valuable talents that look great on a resume.

Some of the ways you'll be contributing include:

- Honing your writing skills – learn how to communicate in the voice of a brand in a niche industry.
- Dip your toes into a CRM – every good marketing department has one. Learn how to use one of the most well-known software suites for email communications and more.
- Helping craft crucial communications like the one you're currently reading.

Our Summer Project

- Be a part of a collaborative marketing/operations team to plan and prepare for robust events schedule over the fall/winter/spring of 2022 and 2023.
- Create email templates and craft communications to be sent to high-value clients and contacts.
- Formalize and map out a schedule of email invitations and follow-ups for all Resolute client events.
- Learn to utilize HubSpot to automate as many processes as possible, saving time and energy for employees.
- Track spending and anticipated expenses to contribute to event budgeting and reconciliation.
- Other projects and duties as assigned.

You Have:

- The ability to communicate and enjoy writing
- Energy and excitement for being creative
- A passion to learn and a desire to boost your career

You Might Also Have:

- Familiarity with Microsoft Office Suite
- A unique marketing/communications skill—if you bring something new to the table, we want to know!

Who We Are:

Resolute is an independent business advisory firm focused on identifying problems and implementing innovative, long-term solutions for our clients. Our team is multifaceted in experience, skillset, and background which in turn has created an open, collaborative and learning focused environment. Despite our differences we all share a passion for solving problems. We foster an atmosphere where our employees can build their career by empowering our team to learn the skills they need to succeed. We work hard. We have fun. We celebrate our people and our successes.

We Have:

- A workplace where you can hone your skills and grow – personally and professionally
- The desire for all employees to have work life harmony
- Flexible hours – we understand that your education is #1 and won't make you choose work over your degree
- Passion for our community – Every quarter we alternate between a service project to assist local charities and a group outing to relax and refresh.
- Complimentary snacks and drinks to fuel your day

Compensation:

15-20 hr/week – Hourly Rate: BOE