



# INTERNSHIP DESCRIPTION

Marketing & Communications

## JOB DESCRIPTION

- Research and analyze potential client and competitor marketing and sales materials
- Assist in development of new business proposals
- Prepare presentations
- Write copy as requested
- Write blogs for agency and/or client websites
- Assist in web content data entry (content management system)
- Provide support for all social media efforts
- Complete administrative tasks as requested

## QUALIFICATIONS

We are looking for an undergraduate student in the Syracuse area who is currently in school and majoring in Marketing, Communications, Advertising, or Public Relations. This person should have excellent verbal and written communication skills, with knowledge of Web and social media. PowerPoint, Word and Excel experience is a bonus, and will be considered when choosing the best applicant for this internship position.

## SCHEDULE

3 days a week  
12 - 15 hours per week

## HOW TO APPLY

Please submit your resume and cover letter along with a few samples of your writing to Heather Malinowski, [heather@cowleyweb.com](mailto:heather@cowleyweb.com)