



CITYCENTRE ONE | 800 Town & Country Blvd | Suite 200 | Houston, Texas 77024

JOB DESCRIPTION

INTERN, MARKETING

Purpose

The Intern, Marketing will work closely with and under the direction of the Sr. Coordinator, Marketing on urban developments and is responsible for supporting general marketing operations. The internship requires a minimum of 20 hours a week including some night and weekend hours, May-July. This position is paid.

Key Areas of Responsibility

- Assist the Marketing Team with day-to-day marketing.
- Support multiple projects, with varying priority levels, to meet the agreed upon objectives.
- Maintain a professional work environment and display an upbeat and positive attitude at all times.
- Provide support for the creation of collateral materials across several projects in the Midway portfolio.
- Assist with website content, social media updates along with support for new initiatives.
- Provide event support including logistics meetings, planning, day of event set up and break down.
- Assist other professionals and support staff when necessary.
- Other duties as assigned.

Qualifications

- Degree in Business, Marketing, PR or Communications.
- A minimum of 1 year of marketing experience.
- Advanced proficiency and knowledge of Microsoft programs.
- Experience in graphic design and proficiency in Adobe Creative Suite.
- Ability to learn web-based programs for newsletter, websites and social media.
- Flexible schedule for event support including some night and weekend hours.
- Strong ability to work and thrive within a team environment.
- Exceptional organizational skills.
- Strong writing skills and interpersonal skills.
- Advanced proficiency in social media – Facebook, Twitter, Instagram, LinkedIn.
- Punctual / Dependable / Flexible / Quick Learner / Self Starter.

Additional Skills

- Ability to maintain all information with the highest degree of confidentiality.
- Ability to manage multiple priorities in a fast-paced and deadline-oriented environment.
- Exceptional follow-through skills.