



ENVISION GREATNESS

Sales and Marketing Intern Job Description

Location: Hybrid

Company: Envision Greatness

Duration: 6 months; 8 hours per week

Compensation: \$1,200.00 Stipend

About Us:

Envision Greatness is dedicated to transforming workplaces through inclusive leadership and strategic development. We specialize in providing comprehensive consulting services focused on enhancing organizational effectiveness, promoting diversity, and fostering a culture of belonging. Our mission is empower leaders to ignite compassion and inclusion, shaping workplaces where everyone thrives. With a commitment to social impact, we are actively involved in initiatives that uplift marginalized communities and drive positive change.

Position Overview:

We are seeking a motivated and enthusiastic Sales and Marketing Intern to join our team at Envision Greatness. The ideal candidate will assist in various marketing initiatives, support sales efforts, and gain hands-on experience in the dynamic field of sales and marketing. This internship offers an excellent opportunity to develop skills and knowledge in a fast-paced environment while contributing to our mission of fostering inclusive leadership.

Key Responsibilities:

- Assist in the development and execution of marketing campaigns, including digital marketing, social media, and email marketing.
- Conduct market research to identify trends, competitor analysis, and customer preferences.
- Support the sales team in preparing presentations, proposals, and sales materials.
- Assist in managing and updating the company's social media platforms.
- Help organize and attend marketing events, workshops, and networking opportunities.

- Collaborate with cross-functional teams to ensure brand consistency and alignment with marketing strategies.
- Track and report on the performance of marketing initiatives using analytics tools.
- Provide administrative support as needed.

Qualifications:

- Currently pursuing or recently completed a degree in Marketing, Business, Communications, or a related field.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Familiarity with social media platforms and digital marketing tools.
- Creative thinking and problem-solving abilities.
- Ability to work both independently and collaboratively in a team environment.
- Detail-oriented with excellent organizational skills.
- Previous internship or work experience in sales and marketing is a plus, but not required.

Benefits:

- Hands-on experience in sales and marketing within a dynamic and mission-driven organization.
- Opportunity to develop professional skills and network with industry professionals.
- Flexible work schedule
- Professional development training sessions focused on diversity, equity and inclusion from top trainers in the industry

How to Apply:

Interested candidates should submit their resume and a cover letter detailing their interest in the internship and relevant experience to hello@envisiongreatness.org. Applications will be accepted until November 1, 2024.

Envision Greatness is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.