

Account Internship

We are looking for a curious, smart, can-do intern to provide important support to our Strategy and Account Team. A great opportunity to learn from a dedicated, experienced team of marketing and creative professionals on top-notch Fortune 100 accounts in Financial Services, Healthcare, Insurance, Technology and Business Services.

What is your passion?

We have an idea of what we need but what is your passion? Do you love social media and know how to drive engagement on platforms like LinkedIn? Are you intrigued by metrics and what analytics can do for marketers? Are you into finance and have a knack for budgeting? Tell us! Chances are you'll be able to do what you love and get experience at the same time.

Here are some things that we'll want you to do while you're with us:

- Provide overall account support to the Strategy and Account Teams – this could include handling meeting agendas, updating and creating project schedules and drafting post-meeting recaps
- Ensure timely delivery of all types of materials to external and internal parties, assisting in completion of various projects (collating and preparing final documents), maintaining filing systems
- Provide exceptional quality control (proofreading and more)
- Participate in client meetings to kick-off initiatives, status meetings and milestone presentations – Strategy, Messaging, Creative, etc.
- Research various clients and other tasks online and provide summaries to strategy and account teams
- Assist in new business research and create reports based on findings
- Deep dive into social platforms including LinkedIn, Facebook, etc. to ensure we are up to date on the latest trends
- Seek out and sit in on webinars relating to the industry, share key takeaways in a lunch and learn
- Partake in brainstorming sessions and assist in the development of marketing and communication plans
- Gain exposure to the development of wireframes, information architectures, user and beta testing of digital initiatives

Skills/Qualifications

- Be web savvy and a true wizard on a Mac. Knowledge of PCs is helpful too.
- Be proficient in Word, Excel, PowerPoint and all facets of Internet access and email protocols
- Take client confidentiality seriously (we do)
- Have great attention to detail, including the visual presentation, quality of your written documents and sensitivity to the layout of those documents

- Be highly personable and professional (at the same time!); on the phones, in email and in the office
- Be a real team player; responsive, positive and able to juggle many balls at the same time. We work on multiple projects, on deadline, and deadlines must be met. But humor is important and appreciated.

Details

- Location: Intern from our office in Southport, CT located at 135 Rennell Drive
- Dress code: Business casual, jeans ok
- Hours: Flexible but ideally a minimum of 15 hours per week
- Compensation: \$14 per hour, paid every two weeks