

Marketing Intern

At OLV Investment Group you will discover the driving force of our company is honesty and ethics. What we think is best for our clients and our staff will always be paramount to personal or corporate profit. As a company, we work as a team – not as individuals – drawing from the energy and skills of each other. Rooted in history and faith, OLV has been blessed with many gifted individuals who share a common mission of INVEST, INCREASE, IMPACT in the marketplace as we engage with our clients, community, and one another.

We are looking for an enthusiastic Marketing Intern to join our Marketing Department and provide creative ideas to help achieve our goals. You will have administrative duties in developing and implementing marketing strategies. As a marketing intern, you will collaborate with our Marketing and Advertising team in all stages of marketing campaigns. Your insightful contribution will help develop, expand, and maintain our marketing channels.

This internship will help you acquire marketing skills and provide you with knowledge of various marketing strategies. Ultimately, you will gain broad experience in marketing and should be prepared to enter any fast-paced work environment.

Marketing Intern Job Description

Responsibilities:

- Support the marketing team in daily administrative tasks
- Assist in marketing and advertising promotional activities (e.g., social media, direct mail, and web)
- Prepare promotional presentations
- Help distribute marketing materials
- Manage and update company database and customer relationship management systems (CRM)
- Help organize marketing events
- Assist in electronic communications for team, clients, and community
- Assist Marketing Department in all events and special projects

Qualifications:

- Current enrollment in a related BS or MS in Marketing/Design
- Strong interpersonal skills
- Exceptional work ethic – self-motivated and goal-oriented
- Proficient in written and verbal communication
- Cooperative in a team environment and committed to doing their job
- Tech stack proficiency (MS office, CRM, Google AdWords, etc.)
- Demonstrates personal integrity, honesty, and can deal with confidential information daily
- Strong desire to learn along with professional drive
- Solid understanding of different marketing techniques
- Passion for the marketing industry and its best practices

Next Step

Email your resume to Libby VanValin at evanvalin@olvinvest.com

Location: Flint, MI

Travel: Up to 10% of the time between office and event locations

Full / Part-time: Internship

Hours Per Week: 30-40 hours

Shift: 1st Shift

Wage: \$12-\$15 per hour

Disclosure – Above list of responsibilities of job description is not all inclusive. Job responsibilities and duties can and will change over time. Open and real time communication will be necessary between employee and supervisor.