

## DIGITAL MARKETING/COMMUNICATIONS INTERNSHIP DESCRIPTION

**JOB TITLE:** Digital Marketing/Communications Intern **PART TIME (12-20HR/WEEK)**

**CATEGORY:** Marketing, Digital Marketing, Sales, Communications, Public Relations

### **Job Description:**

Hometown Marketing Group Inc. in Collinsville, Illinois is looking for an energetic intern to join our team for the FALL 2020 semester! We are a family owned and operated marketing company that specializes in Social Media Marketing, Website Design, Online Digital Listings, Search PPC, Online Display & Video Advertising, Sales and SEO Specialization.

An internship at Hometown Marketing Group Inc. will allow you to learn the basics in each of our departments and what it takes to succeed in your field. Let's get one thing clear, this is not a coffee fetching position. By interning with Hometown Marketing Group Inc. you will learn hands-on all the different components that make up our business and why we're one of the most successful marketing agency's in the Metro-East area! **The first week of training is unpaid. After your training period you will be given an hourly wage designated by the management team.** This is a part-time temporary position that may result in a permanent full-time offer in the future. If you are an upper level college student or recent graduate pursuing a degree in Marketing, Communications, or Public Relations, this is the internship for you! Learn the ins and outs of a successful business and add many helpful skills to your resume by interning for Hometown Marketing Group Inc.!

### **Top Candidate Qualities:**

- Must Be Located In The Metro East Area
- Have Reliable Transportation
- Passionate About Marketing/Communications
- Excellent Written & Grammar Skills
- Excellent Communication & Interpersonal Skills
- Strong Work Ethic
- Ability to Learn New Concepts Quickly
- Must Be Proactive & Self Motivated
- Ability to Understand The Needs Of Our Clients & How to Cater Services to Their Needs.

### **Job Requirements:**

- Junior/Senior, Recent Graduate level pursuing a Degree in Marketing, Communications, Public Relations or Related Field
- Understanding of Microsoft Office Suite Platforms (Required)
- Understanding of Current Social Media Platforms (Required)
- Familiar with Adobe Photoshop (Preferred) – Will Be Taught If Hired
- Understanding of Wordpress & Other Hosting Sites (Preferred)
- Any Previous Customer Service Experience (Preferred)

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### **Compensation, Hours and Benefits:**

**Base Salary: UNPAID WEEKS TRAINING – HOURLY WAGE DESIGNATED UPON HIRING**

**Hours:** Part Time (12-20HR/week) 8am -5pm Mon-Thurs

Hometown Marketing Group Inc is an Equal Opportunity Employer, and consistent with applicable law, provides reasonable accommodations for qualified individuals with disabilities and disabled veterans in completing our job application process. If you need reasonable accommodation and/or are having difficulty completing our online application process due to a disability you may use the following email address: [info@hometownusa.net](mailto:info@hometownusa.net) Please include your name and contact information and the title of the position you are interested in. Note: this is not for general employment inquires or correspondence. Hometown Marketing Group Inc will only respond to requests related to those who need assistance with the online application process due to a disability. In addition, we participate in E-Verify.