



Augusta Cooperative Farm Bureau, Inc.

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| Job Title: | Marketing Intern | Job Status: | Full Time (Summer Internship) |
| Department/Group: | Administration | Reports To: | Marketing Manager |
| FLSA Status: | Non-Exempt | Travel Required: | 5% |
| Job Category: | | Positions Supervised: | None |
| Work Schedule: | Monday – Friday; as needed | | |
| Job Summary: | | | |
| Coordinate, build, and maintain website to create extra interest in the purchase of products and services. Assist with events and development of marketing materials. | | | |
| Job Description | | | |
| <p>TO PERFORM THIS JOB SUCCESSFULLY, AN INDIVIDUAL MUST BE ABLE TO PERFORM EACH ESSENTIAL DUTY SATISFACTORILY. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE QUALIFIED INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS.</p> <p>ESSENTIAL FUNCTIONS</p> <ul style="list-style-type: none"> • Coordinate, build, and maintain website and advertising pertaining to website. • Coordinate flow of website information and communication and disseminate it to Marketing Manager. • Assist with onsite and offsite events. • Assist with development of other marketing materials. • Other duties as assigned. <p>POSITION QUALIFICATIONS</p> <p>Competency Statement(s)</p> <ul style="list-style-type: none"> • Accountability – Ability to accept responsibility and account for his/her action • Autonomy - Ability to work independently with minimal supervision. • Organized – Possessing the trait of being organized or following a systematic method of performing a task. • Reliability – The trait of being dependable and trustworthy. • Trend identification – Ability to identify the wants and needs of target customers • Strategic Planning – Ability to define strategy and allocate resources to pursue this strategy • Effective Communication – Ability to communicate the direction of company to all divisions to ensure consistency <p>PREFERRED EDUCATION AND OTHER SKILLS</p> <ul style="list-style-type: none"> • High School Graduate or General Education Degree (GED): Required • Speak, read, and comprehend English. • Must have valid driver’s license. • Proficiency with web building platforms such as Wix or Squarespace, etc. • Preferred Junior or Senior at community college or university but not required. | | | |

ADDITIONAL NOTES

This job description reflects management's assignment of essential and central functions of this job; It does not restrict management's rights to assign or reassign duties and responsibilities to this job at any time; Changes to this job description should be expected to meet the changing needs of the business and its customers.

Physical Demands:**Work Environment:**

Office

Employee Signature:

Date:

Supervisor Signature:

Date:

Last Updated: