



## Intern – Marketing and Social Media Management

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**Job Purpose:** Provide support to agency branding, marketing, and sales by assisting with/creating/implementing social media and marketing campaigns.

### **Skills/Qualifications:**

- Proficient knowledge of multiple social media platforms including Facebook, LinkedIn, Instagram, YouTube, Twitter, and TikTok
- Not afraid to be in front of or behind a camera
- Comfortable with video/content editing to fit the style and copy various social media platforms
- Is familiar with influencer marketing strategies
- Is not afraid to make follow-up phone calls
- Doesn't take life too seriously
- Works well with others
- Willing to follow processes and instructions
- Must be coachable and trainable
- Organized and dependable

### **Scope/Key Responsibilities:**

- Follow agency's guidelines and operational processes
- Assist in organizing an influencer marketing campaign to reach and co-op with local content creators
- Manage and optimize agency content across social media platforms including YouTube, Facebook, Instagram, LinkedIn, TikTok, and Twitter
- Develop contests, giveaways, and incentive marketing campaigns to be shared across social media
- Help record and edit agency videos and audio content and distribute on the agency website, podcast, and social media platforms. Videos will be in long form and shorts
- Track keywords and hashtags across social media platforms for questions that can be answered, topics that can be discussed, and potential clients to be found
- Locate and invite business owners to be guests on the agency podcast/YouTube channel
- Enhance agency reputation by accepting ownership for accomplishing new and different requests, and exploring opportunities to add value to job accomplishments
- Make your relationship with your co-workers and Ovation Insurance management as simple as possible with clear communication.
- Make the most of every opportunity you are given.

**Compensation:** \$13.00 - \$16.00/hour

**Hours:** 15 – 20 hours/week, requires 3-month commitment

**To Apply:** Go to [www.ovationinsure.com/careers](http://www.ovationinsure.com/careers) and complete the online application with resume and cover letter.