



## Intern – Marketing and Data Management

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**Job Purpose:** Provide support to agency sales, service, and marketing by creating and implementing marketing campaigns to promote agency growth, updating and inputting client data, and running agency reports to better serve our clients.

### Skills/Qualifications:

- Knowledgeable of modern business communications, styles, and formats
- Has knowledge of multiple social media platforms, most specifically LinkedIn and Facebook
- Enjoys writing long-form content
- Has a basic knowledge and interest of following and implementing SEO strategies
- Is not afraid to make follow-up phone calls when necessary
- Doesn't take life too seriously
- Works well with others
- Willing to follow processes and instructions
- Must be coachable and trainable
- Organized and dependable
- Has a love of numbers, data, and accuracy
- Ability to use a computer and proficient in various software/apps/websites
- Must be able to type fast. Really fast.

### Scope/Key Responsibilities:

- Follow agency's guidelines and operational processes
- Run various agency reports as needed
- Use agency data to create and implement various agency outreach marketing campaigns via various means of follow-up and communication
- Create and/or edit long-form written content for the agency's website
- Update and implement agency branding across various platforms and outlets
- Help improve and optimize the agency's SEO strategies
- Assist in developing co-sponsorships and partnerships with local businesses
- Create, update and connect agency automations using various technologies
- 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.