**Fall Internship**

**Description**

JHA is an Austin-based B2B strategic marketing agency. We are looking for a qualified intern to join our team for 15-20 hours per week to help research, develop and implement comprehensive marketing and strategic branding campaigns.

This intern should be prepared to work in a fast-paced team environment, and will finish the internship having gained experience in various aspects of marketing.

**Responsibilities**

* Assist on all levels of agency work
* Assist in the creation of various marketing materials
* Social media management for agency
* Proofing outgoing creative materials
* Research and development of competitive assessment reports
* Provide support within the following client projects:
* Case studies
* Enewsletters
* Data analysis
* Website production process

• Attend and participate in client and account status meetings and prepare meeting reports

• Compile status call meeting recaps

**Requirements**

 JHA is looking for an undergraduate student in the Austin area who is majoring in Marketing or Advertising. This person should have a positive and proactive attitude, excellent verbal and written communication skills, with strong proofreading abilities. Preferred candidate will have extensive knowledge within web and social media. Must have experience within MS Office Suite: Outlook, Word, Excel, PowerPoint. Experience with Google Analytics is a bonus.

**To apply, please email your resume to jhamm@jha-marketing.com.**