



VEER RIGHT MANAGEMENT GROUP, INC.

PLAN. CREATE. CONNECT.

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## Marketing Intern Job Description

Veer Right Management Group, Inc. (VRMG) located in Wilson, North Carolina is a multi-faceted company with our roots embedded in our core competency, Event Planning and Management Services. Because of our team member's extensive experience in the Meeting and Travel Planning Industry, Design and Marketing Industry, Hotel Event Planning, and Hospitality Industry, we have the knowledge and resources necessary to manage events with the latest ideas and tools while implementing cost-saving practices. VRMG understands that to provide these high quality services to our clients, we must employ a highly motivated and enthusiastic staff.

**Hours:** Minimum 8-10 hours per week throughout the semester. Prefer intern commit to at least three hour blocks of time in office.

**Compensation:** Unpaid Internship. Will work with intern to provide academic credit if applicable.

**Skills:**

- Detail oriented.
- Knowledge and experience with Facebook, Twitter, YouTube and other social media platforms.
- Proficient in Microsoft Word, PowerPoint, Excel, Publisher.
- Excellent written and verbal communication skills.
- Strong attention to detail and organizational skills.
- Able to work well under pressure.
- High sense of urgency.

**Responsibilities Include:**

- Research the Internet for new leads and develop prospect lists.
- Develop, write and edit collateral, including sales proposals, website postings, email newsletters, and press releases.
- Assist with content writing for the website, blog, social media and sales and marketing collateral.
- Assist with tradeshow planning and creating related materials.
- Assist with events produced by VRMG.
- Work with Marketing Team in developing trade media and PR plans.
- Assist with client projects.
- Attend meetings with team members to learn and understand the business & projects.
- Conduct market research, as needed.
- Take on additional duties and responsibilities, as needed.

**Start Date:**

Position open until filled, requires 3 – 6 month commitment

**To Apply:**

Please send cover letter and resume to **Janna Parham** at [janna@veerright.com](mailto:janna@veerright.com)

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