

Marketing Intern

With over 10,000 clients, Trade Risk Guaranty (TRG) specializes in innovative insurance and Customs bonds for international trade. As a Marketing Intern your primary focus will be to assist the Marketing team with the various campaigns currently underway and to brainstorm on new initiatives. We'll kick start your position with an immersive educational dive into International Trade and Customs Bonds. Over the course of your stay with TRG we will provide ample learning opportunities for those curious about our industry and products.

If you are looking to take the first step in your Marketing career, TRG offers you the unique opportunity to put your skills to use aiding in the various marketing campaigns of a national brand. This position requires a passion for marketing that sees the big picture behind every campaign and is ready to help drive those campaigns forward.

Responsibilities:

- Curating and scheduling content across a variety of social media channels
- Researching and writing bi-weekly blog post for an international trade blog
- Assisting the Marketing team with bi-monthly webinars and processing the webinar leads
- Distributing new sales leads received via the phone or through online sources
- Aiding in the compilation of monthly Marketing reports
- Creation of simple graphic elements to support content creation

Requirements:

- Detail oriented
- Ability to communicate effectively through verbal, written, and graphic channels
- Proficiency in learning and utilizing new marketing software programs
- Passion for results-driven marketing
- Analyzing many streams of data and making recommendations based on results
- Ability to work with multiple departments
- Work independently

Preferred Skills/Interests:

- Experience with vector-based design programs (Adobe CC, Inkscape, etc.)
- Work samples or portfolio helpful, but not required
- Experience using WordPress
- CRM experience helpful, but not required
- Marketing Majors preferred

Benefits:

- \$14/hour – Paid Internship
- College credit
- Wellness activities
- Extensive office experience
- Marketing experience and training
- Growing company with opportunities for advancement
- Casual dress code
- Part-time with flexible schedule Monday through Friday. Talk to us about your needs.
- Downtown Bozeman location



Trade Risk Guaranty (TRG) is an international trade insurance agency headquartered in Bozeman Montana. Our consumer-direct approach has grown our company to include more than 10,000 clients and 50 employees. We offer careers in sales, marketing, customer service, office administrations, information technology and insurance underwriting.

Locate your career and apply online at <https://traderiskquaranty.com/about-trg/careers/>

To learn more about TRG Culture go to <https://traderiskquaranty.com/about-trg/company-culture/>

Job Description

Revision Date: November 13, 2018 Author: Meredith Lambert

Position Status: Full Time Part Time Exempt Nonexempt

Position Title: Marketing Intern Department: Marketing

Immediate Supervisor: Marketing Manager

Positions Supervised: n/a

Position Description:

Design, create, and deliver marketing programs to support the growth and expansion of company products and services.

Major Areas of Responsibility:

60% - Creating/updating collateral
30% - Analytics and critical-thinking
10% - Database management

Specific Responsibilities:

- Coordinate and manage marketing projects with multiple departments
- Maintain and update company collateral including, but not limited to; product literature, e-mail templates, signage, whitepapers, social media posts, blog posts and web pages
- Execute the delivery of e-mail marketing campaigns, product literature, event materials, etc
- Assisting in the production and post-production of International Trade webinars
- Prepare and manage timelines for assigned marketing projects
- Maintain leads in CRM and marketing automation software
- Call clients, prospects and/or vendors to discuss products and/or events

Specific Responsibilities (Continued):

- Contribute to team effort by performing related tasks
- Perform all duties in a safe manner, in accordance with TRG's Safety Program

Required Knowledge, Skills, and Abilities:

- Analyze many streams of data with precision
- Communicate effectively through verbal, written, and graphic channels
- Quickly become knowledgeable about the international trade industry and TRG products and services
- Extremely detail-oriented, accurate, and comfortable working in a fast-paced team environment while meeting deadlines; ability to juggle variety of tasks and be able to prioritize, and re-prioritize, as the situation dictates
- Self-motivated to take initiative and be accountable for work: take ownership for quality and timeliness of work, and be self-motivated to follow through as needed
- Familiar with and passionate about a variety of marketing concepts, practices, and procedures
- Think critically to process data and make recommendations
- Excellent computer skills
- Ability to work within a team and independently
- Must be adept at handling pressure and working under stress

Education and Experience:

Current Student working toward a degree in Marketing, Graphic Design, Communications or related field

Copywriting, web, and graphic design experience helpful

Physical Demands:

Primarily sedentary work with occasional lifting of up to 50 pounds required; extensive time spent working with computer software programs, visual ability to see computer screen and hand/wrist dexterity to use keyboard; ability to hear and communicate on telephone and in person; mobility as needed set up displays, trade show booths, meet with other staff, etc.

Work Environment:

Based in Bozeman office, which has an open floor plan with group work stations. Position is regularly scheduled for 20 work hours each week, and work hours in excess of that are not allowed for this non-exempt position without advance approval by management.

This job description outlines the major requirements for this position, but is not designed to cover all possible work situations, or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee. Other duties as required may be assigned by management.

Department Manager:

Meredith Lambert

Human Resources:

Geneva Wild

Senior Management:

John Michel

Employee Name (Print): _____

Employee Signature: _____

Date: _____