

## Meritus Credit Union Job Description

**Position Title:** Marketing Intern  
**Department:** Marketing  
**Reports To:** Marketing Supervisor  
**Status:** Non-Exempt

### **Summary:**

The Marketing Intern plays a key role in helping Meritus Credit Union Marketing Department staff with various office functions. This position provide support for both business development and marketing strategies.

### **Duties and Responsibilities:**

- 1) Proactively manages the marketing materials and supplies inventory. Maintains accurate inventory spreadsheets and organization of materials and supplies.
- 2) Assist marketing staff with packing marketing materials for business development appointments.
- 3) Assist the Business Development Officer as a liaison for the credit union's school banking programs when necessary.
- 4) Assist the marketing department with errands as needed.
- 5) Scan and input survey data.
- 6) Assist marketing staff with packing marketing materials and supplies for special events.
- 7) Assist with annual member and staff events.
- 8) Support Digital Marketing Specialist with content creation and digital strategy.

### **Job Specifications:**

- 1) Pursuing degree in public relations, marketing, or business administration is preferred.
- 2) Must be a highly motivated, detail oriented, independent, self-directed, and able to multi-task and work in a fast-paced environment.
- 3) Good verbal and written communication skills required.
- 4) Proficiency with Microsoft Word, Excel, PowerPoint and Outlook.
- 5) A valid driver's license, reliable transportation and adequate auto insurance required for accomplishing job requirements.
- 6) Assist with other duties and tasks as assigned to accomplish the Marketing Department mission.
- 7) Work required includes occasional physical activity including lifting up to 50 pounds, bending, squatting, twisting and reaching.
- 8) Hours of Work: This is a part time internship position working 15-20 hours per week between the hours of Monday – Friday, 8:00 am – 5:00 pm. Before and after weekday hours and weekend work is rare, but may be requested of this position.

### **Disclaimer:**

*The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.*