

LOOKING FOR ON THE JOB EXPERIENCE?

Social Media INTERNSHIP

LD&B is an independent and employee-owned firm that provides a full range of insurance and financial services to individuals and businesses. We are proud to serve clients in the central Shenandoah Valley and throughout the United States.

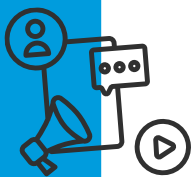
JOB RESPONSIBILITIES:

- Social Media Content Gathering
- Social Media Graphic Design
- Social Media Scheduling and Ad management
- Assistance with Website Maintenance: basic knowledge in WordPress is great!
- Assistance with marketing collateral/print materials
- Event preparation
- Other day to day tasks as needed



SEND YOUR RESUME

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More Info → www.ldbinsurance.com/job-openings/



Job Overview					
Job Title:	Marketing Intern	Branch:	Harrisonburg, VA		
Division:	Administrative	Travel:	As Needed		
Reports to:	Marketing Communications Manager	Training:	Role Specific		
Position Details					
Position Type:	Full-Time	Status:	Non-Exempt	Pay Grade:	N/A
General Job Description					
<p>The Marketing Intern will collaborate with our Marketing Communications Manager in all stages of marketing campaigns, social media graphic design, and website maintenance. The Marketing Intern will be encouraged to share creative ideas to help achieve LD&B's promotional, advertising, and overall marketing goals. This position requires an ability to excel in verbal and written communication skills, maintain a level of professionalism, and have a strong desire to shape elements of LD&B's brand and visual identity to ensure it remains consistent with the values, personality, and objectives of the organization. The Marketing Intern will be resourceful, proactive, and able to work under pressure at times to handle a broad range of marketing activities in a timely manner. As a representative of the organization, the Marketing Intern aligns personally with the organization's values as reflected in the LD&B BLUEprint and models these values on a daily basis.</p>					
Essential Duties & Responsibilities					
<ul style="list-style-type: none"> • Collect social media content that supports strategic marketing goals. • Assist with the maintenance of LD&B's website and become accustomed to different types of system software and tools that are used in the Marketing department. • Partner with the Marketing Communications Manager to prepare various company events, help manage advertising, and coordinate social media postings in a timely manner. • Develop a well-rounded understanding of branding guidelines, protocols, and brand resources. • Create social media graphic design that coincides with the image, standards, and character of LD&B. • Demonstrates regular and reliable attendance. • Maintain a strong work ethic with a total commitment to success and consistently demonstrate our BLUEprint values every day. • Other duties as assigned. 					
Education, Requirements, Qualifications & Skills					
<ul style="list-style-type: none"> • High school diploma or equivalent required. • Prior knowledge of WordPress, Canva, Adobe software, etc. preferred. • Strong organizational skills with the ability to balance multiple tasks simultaneously while maintaining excellent attention to detail. • Exhibits initiative, creativity, and resourcefulness, capable of prioritizing and completing tasks independently. • Expert level verbal and written communication skills. • Ability to handle sensitive information with discretion and to understand and adhere to all requirements related to information security, privacy, and confidentiality at all times. 					
Physical Requirements					

- Must be physically able to work a minimum of 40 hours per week in the office.
- Must be able to sit for a long period of time, which may include extensive use of personal computers and associated software.
- Must possess to ability to hear, see, and speak.
- Must be able to stand, sit, walk, use repetitive small motor activity, use hands and fingers, and reach with hands and arms, stoop, kneel and ascend or descend stairs.
- Occasionally required to lift and carry up to 20 pounds.
- Perform with a high-energy level and ability to handle stress-related situations on a daily basis.
- Must have a valid state issued driver's license and have the ability to operate a vehicle.
- Must be able to drive and travel unaccompanied in diverse weather conditions.