



About CPR Strategic Marketing Communications:

CPR creates powerful, integrated, strategic marketing and communications plans for today's aggressive media world. We understand how communications can support organizational goals and our team listens and works cooperatively to define problems and opportunities in both the long and short terms. CPR empowers messages for defined audiences to launch products and services, attract clients and elevate awareness. Our proactive campaigns filter external factors, identify internal forces and unleash potential for domestic and international companies of all sizes, emerging and established, complex and simplistic. Headquartered in Elmwood Park, N.J., CPR has applied proven, prioritized principles of communications and marketing for publicly traded companies, privately held entities and not-for-profit organizations since 1981.

Internship Program Requirements/Job Description:

We are looking for self-starters, articulate writers and strong communicators possessing a strong interest in the public relations field. While we are flexible and considerate of your class schedule, this hands-on internship position requires students to work two full days during the week. The knowledge you'll acquire during your tenure with our agency will help you immensely when seeking a full-time PR position.

Intern responsibilities include:

- Creating media lists
- Drafting pitches and press releases
- Pitching the media
- Researching awards/conferences
- Maintaining client clip books
- Assisting with social media efforts

Qualifications:

- Communication major (public relations, marketing communications, etc.)
- Strong writing & communications skills
- Proficient with Microsoft Outlook, Word, PowerPoint and Excel
- Demonstrated organizational skills

Compensation:

- Travel stipend, College credit

Katelyn Petersen kpetersen@cpronline.com

Account Executive

CPR | STRATEGIC MARKETING COMMUNICATIONS

475 Market Street, 2nd Floor Elmwood Park, New Jersey 07407

201.641.1911 x18 < DIRECT >

.....
ADVERTISING PUBLIC RELATIONS BRANDING INTERACTIVE



The Premier Marketing Internship in NJ

Unbridled passion, a love for our community and a willingness to sacrifice personal goals for the collective good drives The DSM Group each and every day to continue disrupting the status quo.

Position Name: Marketing Internship

When: Winter 2015, Spring 2016, Summer 2016

About the Position: At The DSM Group, you'll master best-in-class marketing software and learn industry secrets that aren't even being taught in school yet, putting you way ahead of your competition once you graduate. During the internship, you'll be responsible for:

- Blog article creation, optimization and management.
- Social media interaction, status updates and influencer engagement.
- Landing page and offer creation (videos, whitepapers, eBooks, webinars, kits, checklists, etc.).
- Additional responsibilities as the team and organization scales.

What We're Looking For: The ideal candidate will be an excellent writer and communicator with sharp instincts about trends and tactics. We're also looking for:

- A core understanding of technology and a passionate interest in marketing, PR and advertising.
- An understanding of how to use data to measure achievement and track progress.
- An ability to seek out challenges and teach yourself new skills in the process.
- A strong work ethic and an interest in building our team and company.
- A well-rounded individual that fits our agency's culture of energy, passion, humor and confidence.

About The DSM Group: We're a full-service, digital marketing agency that has Madison Avenue quality with the feeling of a startup. Every employee here subscribes to the same mentality of "work hard, play hard." We're all extremely passionate about what we do and the clients we help every day. The best part? 7 of our last 8 employees were hired directly from our internship program. We hire from within and you'll get to do stuff your classmates wish they could be doing. Don't fetch coffee, do real sh*t.

the **dsm**group

//TWITTER //LINKEDIN //CALENDAR

//W thedsmgroup.com

//A 599 Franklin Ave. Franklin Lakes, NJ 07417

first and last pr

Public Relations Intern – Beauty

Company	First and Last PR, LLC www.firstandlastpr.com
Job Duration	Part-time (unpaid)
Job Location	Englewood, New Jersey Our office is easily accessible by bus.
Experience Level	1 year (in public relations, customer service or related field)
Job Requirements	We are a boutique public relations firm looking for the right public relations intern to learn and grow this Spring. This is a position for someone with good project management skills, who is eager to learn, wants to be in PR, and sees this as an opportunity to learn the job from the ground up.

Requirements include:

- ✓ Must be currently enrolled in school and able to receive credit for this un-paid internship
- ✓ Strong interest in public relations - fashion, beauty, style a plus
- ✓ Excellent verbal, written, and organizational skills
- ✓ Ability to write creative and effective press releases and media alerts
- ✓ The ability to be resourceful and handle multiple projects in a fast-paced, deadline-driven environment while maintaining a positive attitude
- ✓ Ability to multi-task and prioritize to ensure that all assignments are completed in an accurate and timely manner
- ✓ Ability to meet deadlines
- ✓ Dependability, discretion and attention to detail are required
- ✓ A self-starter with a team-player attitude
- ✓ Effective problem-solving and organizational skills
- ✓ Excellent oral and written communication abilities
- ✓ Proficiency using Apple products, Microsoft Office programs including Word, Excel, and PowerPoint, Google Apps, Facebook, Twitter and WordPress
- ✓ Event planning experience a plus
- ✓ Enthusiasm, punctuality, and a general love for all things media

Responsibilities include:

- ✓ The overall efficiency and organization of the office
- ✓ Answering and responding to heavy telephone and email traffic including FedEx/UPS deliveries and shipments
- ✓ Maintenance of press database, handling press breaks, coordinating travel and weekly schedules for the partners of the firm
- ✓ Helping to support the sales staff
- ✓ Brainstorming with the team on new ideas
- ✓ Developing media reports
- ✓ Researching new leads
- ✓ Attending industry-related events as assigned
- ✓ Social media projects depending on experience

If interested, please send your resume with a cover letter - attn. Ms. Scott: hello@firstandlastpr.com.



Green Room Communications Internship Description Public Relations Intern

Internship Description:

- Green Room Communications is looking for a driven, detail-oriented candidate that is interested in joining our team as a Spring 2016 Intern. Green Room's program provides interns with first hand experience working as part of an agency communications team
- Interns learn public relations strategy and tactics from start to finish
- The PR Internship is paid and/or interns may be able to receive course credit as determined by their university/college
- The PR Internship requires approximately 10-15 hours per week; flexible hours are available to align with school and other work schedules

Credentials and Experience:

- College student currently studying communications/PR/marketing or a related field (course experience or previous internship experience preferred, however candidates with strong interest in PR will be considered)
- Interest and/or experience in healthcare

Roles and Responsibilities:

- Design and develop informational, media and promotional materials such as press releases, media alerts, brochures, overviews, bios and fact sheets
- Participate in media monitoring and media list building activities for all Green Room Communications clients, demonstrating a working knowledge of all clients
- Provide Green Room account team with organizational and administrative support, including developing new business plans and presentations, marketing materials, media monitoring and other administrative activities
- Assist with client-related research
- Become proficient in public relations and media programs including Vocus and Factiva
- Collaborate with other interns to create a mock campaign that can be used as a takeaway for a portfolio piece

Essential Skills:

- Possesses solid communication skills, both oral and written
- Exhibits professional demeanor
- Manages time effectively and is able to meet deadlines
- Demonstrates organizational skills and ability to multi-task and balance priorities
- Listens carefully to directions and is *proactive* about seeking additional information/clarification
- Pays attention to detail and is dedicated to quality in all work
- Possesses basic computer skills, including proficiency in MS Word, Excel and PowerPoint

About Green Room Communications:

- Green Room Communications is a hybrid agency, focusing primarily on serving clients in the pharmaceutical industry that brings together the experience and results of a larger agency with the customer service and personalization of a boutique firm. A core team of solid PR and media experts work together to assess client needs and build customized "dream teams" tailored to achieve flawless execution.

Please send a cover letter and resume to info@greenroompr.com.

Kraus Marketing is hiring Account Managers!

Are you looking for a career in marketing sales? Come join our Business Development team.

As an Account Manager, you will be required to do the following:

- Entry level sales
- Client prospecting
- Proposal creation
- Participate in networking events

We are looking for Account Managers who:

- Have a college degree/relevant experience in place of a degree
- Driver's license as travel is required
- Friendly & outgoing
- Driven & ambitious
- Marketing experience is a plus

Kraus Marketing offers:

- Competitive wage
- Health benefits
- Career growth
- Friendly work environment
- Sales education & training
- Sales leads

Qualified candidates should send their resumes to JKraus@KrausMarketing.com or call us at (973) 998-5742!

Digital Marketing Intern

Kraus Marketing is a fast growing digital marketing agency in Morristown looking to hire an intern or two for the Spring/Summer/Fall of 2016. As a digital marketing intern, you will be responsible for:

- Posting content to different social media platforms & moderating the communities.
- Filling out forms associated with social media costs and advertisements
- Help write blog posts for clients
- Submit articles to directories
- Work on SEO keywords
- Help create and implement meta data including H-tags, SEO titles, meta descriptions and title tags.
- Some duties may include administrative duties including filing, answering phones, scheduling appointments.

Must be willing to be a team player, put on different hats and work diligently with all of the digital marketing staff. No prior knowledge of SEO, SMM or SEM needed but it is highly preferred.

All resumes should be directed to: Christopher Kerney, Digital Marketing Director CKerney@KrausMarketing.com

QUINN

New York/ Miami
Job Description

Quinn runs spring, summer and fall internship programs. The programs are set up to provide students and recent graduates with valuable, practical experience and identify candidates for permanent, entry-level positions in the firm.

Spring Internship 2016

Interns have the opportunity and are expected to:

- Write first draft of press releases and pitches
- Build media lists
- Conduct select media research and outreach
- Participate in brainstorming sessions
- Contribute to the development of new programs and ideas
- Provide administrative support to account teams as needed

Interns may also have the opportunity to attend a client meeting/conference call or networking event with account staff. If clients are hosting local events during the semester, interns may be asked to assist with preparation or operation, as needed.

Interested candidates must meet the following requirements:

- Upper classmen or recent graduate
- Public relations, Communications, Journalism or English major
- Have a strong interest in public relations as a career (not advertising, marketing or event planning). This program is designed for candidates who feel strongly about working in public relations. Experience with travel, real estate or food, wine & spirits is a plus.
- Available a minimum of 20-40 hours per week.
- Excellent verbal and written communication skills.
- Team player, willing to take on any task, large or small. Must also be proactive, organized and have the ability to multi-task.
- Ability to manage time effectively and meet deadlines with strong attention to detail.
- Working knowledge of social networks (Facebook, Twitter, LinkedIn, etc.)

If you meet the above requirements and would like the opportunity to work with and learn from some of the industry's brightest minds, please send your cover letter, resume and writing samples as a Word or PDF document to interns@quinn.pr

QUINN

Miami Office Job Description

Quinn is a lifestyle public relations agency with global impact. Our disciplined, strategic approach to PR has built some of the largest audiences in the world.

Assistant Account Executive

We are currently looking for an Assistant Account Executive to join our Miami team!

Responsibilities:

Manage daily activities on accounts

Serve as day-to-day contact for media and clients

Write press releases, media alerts, photo captions, media pitches, biographies, newsletters, etc.

Secure consistent and quality media placements with active pitching

Develop and maintain solid media relationships with journalists, bloggers and social media influencers, especially in the real estate and lifestyle realm

Maintain client relations through meetings, conference calls, events, general contact

Prepare meeting agendas, notes, reports, etc.

Assist with event ideation and event planning

Assist with developing strategic and creative PR initiatives

Monitor and engage on behalf of clients in digital media space as appropriate

Perform in-depth research and analysis of clients (audits)

Assist with developing strategic and creative integrated PR initiatives

Stay up to speed on current industry news, trends and technology

Develop and implement strategic partnerships for clients

Requirements:

BA or BS in related field

Minimum one year related experience in real estate and/or lifestyle public relations a plus

Strong verbal and written communication skills

Proficient in AP style

Online community management experience (Facebook page or group administrator, forum administrator, etc.) a plus

Experience coordinating/organizing events a plus

Proficiency using Cision/Cisionpoint, Lexis Nexis, news wires, MS applications

Working knowledge of social networks (Facebook, Twitter, LinkedIn, etc.) and ability to assist clients with developing strategies on these platforms

Familiarity with industry-appropriate bloggers and social media influencers

Knowledge of web design, search engine optimization, and basic HTML are a plus

Experience with Miami's annual Art Basel fair a plus

Quinn fosters a culture of creativity, teamwork and entrepreneurship through coaching, training, a career-oriented review system and more.

Salary/Benefits:

- * Salary commensurate with experience
- * 401(k) plan
- * Health, dental and vision plans
- * Life Insurance, LTD, STD
- * Generous PTO policy, summer Fridays, mental health day and more!
- * Friendly, team-oriented environment

QUINN

New York Office Job Description

Quinn is a lifestyle public relations agency with global impact. Our disciplined, strategic approach to PR has built some of the largest audiences in the world.

Assistant Account Executive

We are currently looking for an Assistant Account Executive to join our New York team!

Responsibilities:

Manage daily activities on accounts

Serve as day-to-day contact for media and clients

Write press releases, media alerts, photo captions, media pitches, biographies, newsletters, etc.

Secure consistent and quality media placements with active pitching

Develop and maintain solid media relationships with journalists, bloggers and social media influencers, especially in the real estate and lifestyle realm

Maintain client relations through meetings, conference calls, events, general contact

Prepare meeting agendas, notes, reports, etc.

When needed, organize and attend events

Assist with developing strategic and creative PR initiatives

Monitor and engage on behalf of clients in digital media space as appropriate

Perform in-depth research and analysis of clients (audits)

Assist with developing strategic and creative integrated PR initiatives

Stay up to speed on current industry news, trends and technology

Requirements:

BA or BS in related field

Minimum one year related experience in real estate a plus – commercial, residential and mixed-use real estate

Familiarity with food and wine clients is a plus

Strong verbal and written communication skills

Proficient in AP style

Online community management experience (Facebook page or group administrator, forum administrator, etc.) a plus

Knowledge of web design, search engine optimization, and basic HTML are a plus

Proficiency using Cision/Cisionpoint, Lexis Nexis, news wires, MS applications

Working knowledge of social networks (Facebook, Twitter, LinkedIn, etc.) and ability to assist clients with developing strategies on these platforms

Familiarity with industry-appropriate bloggers and social media influencers

Quinn fosters a culture of creativity, teamwork and entrepreneurship through coaching, training, a career-oriented review system and more.

Salary/Benefits:

- * Salary commensurate with experience
- * 401(k) plan
- * Health, dental and vision plans
- * Life Insurance, LTD, STD
- * Generous PTO policy, summer Fridays, mental health day and more!
- * Friendly, team-oriented environment



The S3 Agency Internship Program Overview

The S3 Agency is "The New York Agency in New Jersey" – specializing in advertising, public relations and social media. Since 2001, we have had the privilege to work with some of the world's most admired brands. Our creative work has won an almost indecent amount of awards, and more importantly, yielded significant ROI for our clients' bottom lines.

A few items that set S3 apart:

- Media-agnostic approach drives full integration of advertising, PR & social media
- WBENC-certified woman-owned business ensures our thinking is as diverse as our ownership
- ISO 9001:2008 certification is a testament to the effectiveness of our quality management system

Responsibilities

Day-to-day social media duties will include: assisting with CPG social media programs, creating social content, monitoring communities, assisting with prize fulfillment, and performing research and reporting tasks.

Day-to-day public relations duties will include: assisting with CPG PR programs, building media lists, writing pitches and releases, media outreach, performing research, fulfilling media sample requests, and reporting tasks.

Requirements

The right candidate will:

- Live and breathe our core values: get it; get it done right; have fun getting it done.
- Love working on multiple accounts.
- Foster clear communications.
- Stay up to date with current communications channels and technologies.
- Contribute creative ideas during brainstorming.
- Approach every assignment and every day with enthusiasm.

Parking and daily lunch stipend.

Sarah Yeager (WPUNJ alum!)

The S3 Agency

Account Coordinator

syeager@thes3agency.com

973.257.5533 TheS3Agency.com

SmithSolve

*Communications
Consulting*

SmithSolve provides a full range of corporate communications, public relations and patient advocacy services to biopharmaceutical companies of all sizes. From fully integrated communication plans to targeted campaigns, we tailor our work to help our clients achieve their goals.

Internships

We are accepting applications for spring 2016 college internships. Our program includes important tasks and support work in our busy communications firm. All majors are considered, but students with a desire to pursue a career in communications, patient advocacy and public relations are our ideal candidates. Strong computer, organizational and communications skills are a must. Credit may be received for the internship. Successful applicants will gain real-world experience and valuable insight into in the healthcare communications and public relations field. We are a busy, growing firm that expects students to be self-motivated and diligent, and in return we give interns meaningful, rewarding work.

The tasks:

- Media and social media outlet monitoring
- Business development database entry
- Vendor and consultant correspondence (web designers, video production teams, writers and more)
- Document and presentation reformatting, editing and proofreading
- Research
- Administrative responsibilities

The ideal candidate has:

- Strong writing skills
- Acute Attention to detail
- Excellent interpersonal skills
- An ability to work productively as part of a team
- Critical thinking skills
- Self-motivation
- Experience with Microsoft Word, Excel and PowerPoint
- Exceptional research skills
- Knowledge of social media administration and monitoring
- Experience with WordPress is a plus

For additional details and application information: <http://smithsolve.com/>



*Communications
Consulting*

Account Coordinator

SmithSolve is looking for an Account Coordinator. This is an entry-level position offering exposure and learning opportunities as part of our account teams, while performing administrative functions as needed. The Account Coordinator will report to an Account Director or Account Manager and have day-to-day interaction with senior members of the team.

SmithSolve provides a full range of corporate communications, public relations and patient advocacy services to biopharmaceutical companies of all sizes. Located in Morristown, NJ, we're skilled at solving problems and improving health through communications. We're passionate about our work and thrive on creative, strategic thinking. If you like to be challenged and rewarded for your efforts, we're the right fit for you.

Qualifications

- Bachelor's degree; **at least one year of previous PR/communications experience is highly preferred**
- Strong writing and proofreading skills
- A dedication to delivering the highest-quality work product via attention to detail and time management
- A passion for impacting the lives of patients each and every day

Responsibilities

Account Management

- Gain basic understanding of key client information, including products and services, stakeholders, industry and competitors
- Participate in weekly client calls, internal team meetings and brainstorming as appropriate, including offering suggestions and ideas as well as taking notes and distributing as follow up
- Assist supervisors with results reporting, including collecting and compiling media placements and multimedia assets, presenting via video, Powerpoint or word document for client delivery
- Oversee news release distribution process via PRNewswire, Marketwire, etc. including proofing of final copy, confirmation of distribution channel and timing and ongoing vendor coordination
- Facilitate and organize all documents in shared drive to allow for easy access by team members

Communications Skills

- Draft wide range of editorial content including media materials, employee communications and social media
- Organize thoughts in logical, clear and concise manner

- Incorporate feedback and edits on written materials
- Utilize WordPress to maintain and update agency and client websites
- Serve as point of contact for physicians, patients, advocacy groups and vendors

Media Relations

- Compile daily media monitoring report, including reading and identifying relevant news items and working with supervisors to provide analysis while identify new media targets
- Maintaining media lists, including researching and updating contact information as well as real-time tracking of key reporters and outlets
- Possess familiarity with social media channels

Financial/Administrative

- Maintain activity trackers and timelines in order to provide regular updates to clients
- Draft monthly activity reports based on participation in team meetings and notes as collected in time entry system
- Provide logistical support for client and agency activities including securing meeting space, arranging travel and meals, ordering gifts and collateral, coordinating shipping and delivery
- Assist in office operations including hospitality and supplies to ensure team is supported
- Ensure compliance with time entry and expense reporting

Business Development

- As requested, provide support to team working on new business efforts including research and logistical coordination

Professionalism

- Support the company's vision and values, representing the company well in both internal and external interactions
- Take a solution-driven approach in order to address challenges presented by clients and the industry at large
- Accept and provide constructive criticism in order to deliver the highest-possible work product
- Demonstrate resourcefulness and flexibility in approach to project assignments
- Follow industry trends and emerging technology
- Actively participate in agency, client and vendor meetings
- Continually seek new ways to learn, improve and contribute

Benefits

- Casual workplace with a family atmosphere
- Annual incentive program
- Referral bonus program
- Medical, dental and vision insurance
- Paid vacation days and holidays
- Salary commensurate with experience

For additional details and application information: <http://smithsolve.com/>

Communications Intern

The SPI Group is seeking a part-time, paid Communications Intern for the 2016 Spring Semester. As an intern you will get to work with different parts of our agency, while contributing on real projects that will kick-start your career.

The person in this position will work closely with the account management team to provide a variety of corporate communications services, including website publishing, quality assurance testing, proofreading and miscellaneous general office activities.

The ideal candidate will be someone who is a quick learner and excited about working in a collegial, team-oriented environment.

Primary responsibilities include:

- Assisting with day-to-day account support
- Proofing and Q&A of web pages, newsletters and more
- Google analytics reporting
- Basic web publishing
- Administrative activity support

We would prefer that you:

- Are pursuing BA/BS in Communications or related field
- Have GPA of 3.0 or higher
- Are a junior or senior, but will consider other class level
- Have solid communications skills
- Have knowledge of HTML, Microsoft Office (Word, Powerpoint, Excel)
- Have a good sense of humor

More about SPI: We are a full-service business communications agency that brings the latest digital innovations to award-winning internal and external communications. We specialize in serving as our clients' communications partners, problem solvers, digital experts, and get-stuff-doners – all rolled into one.

To apply, please email careers@spigroup.com with your resume and a cover letter telling us why you'd like to be a SPI.



Social Media Intern

What You'll Do

- Assist in maintaining and enhancing the online presence of your client through various social media outlets
- Utilize word of mouth and internet marketing techniques to increase traffic, brand awareness, and engagement for clients
- Online outreach and promotion using FB, Twitter, Pinterest, Instagram, Google+, etc
- Develop marketing strategies for social media campaign about client services, company updates and promotional material throughout the development of a Content Calendar
- Keep up to date on all major and current Social Media trends
- Collect and report an analysis of your client's online presence with regards to your marketing strategies on a weekly / monthly basis
- Assist in customer services meetings / conference calls of marketing and social media campaigns

Qualifications

The ideal social media intern possesses a general knowledge of the following social media platforms: Facebook, Twitter, Instagram, Pinterest, Google+, LinkedIn, Tumblr. General computer skills should include programs like Microsoft Word and Excel. Strong organizational skills and attention to detail are substantial, as well as being able to work independently and groups. Communications, Marketing, Business Management, or Journalism majors preferred. Most importantly, the ideal social media intern is constantly willing to learn and thrives to succeed in the field. We are currently accepting applications for Spring 2016!

Application details: <http://tbsmo.com/about/careers/>



Public Relations Intern

What you'll do

- Create Press Kit for Today's Business
- Manage, maintain and execute daily media monitoring including traditional and social media
- Create content and post on social media sites run by Today's Business (Facebook, Twitter, Instagram, LinkedIn, Pinterest, Google+, etc.)
- Write bi-weekly blogs for Today's Business on a range of different topics, starting at least 30 conversations a week on Twitter and other blogs
- Identify and direct team to current trends in the media that pertain to the business of PR and our industry
- Draft news releases, media alerts, backgrounders and other media materials for Today's Business and our clients (per assignment basis)
- Create and cultivate relationships with various social media bloggers
- Research relevant award and speaking opportunities for Today's Business
- Conduct preliminary research, preparation and idea generation for new business presentations for clients

Qualifications

The ideal public relations intern possesses a general knowledge of the following social media platforms: Facebook, Twitter, Instagram, Pinterest, Google+, YouTube, LinkedIn, Tumblr. General computer skills should include programs like Microsoft Word and Excel. Strong written and oral communication skills are essential, as well as the ability to stay organized and pay attention to detail. Public Relations, Communications, Marketing or Journalism majors preferred. Most importantly, the ideal public relations intern is constantly willing to learn and thrives to succeed in the field. We are currently accepting applications for Spring 2016!

Application details: <http://tbsmo.com/about/careers/>



Social Media Engagement Coordinator

Do you love social media? Is social media the first thing you turn to when you wake up? Do you often find yourself three hours deep into Instagram stalking on your cousin's best friend's boyfriend's friend's page? If you answered yes to the following questions, then this job is for you!! Come join an active, young, and motivated team as a part-time Engagement and Analytic Associate. Get paid to be on social media all day and to help Today's Business client's optimize their social media campaigns monthly. This is great opportunity to get your foot in the door at a rapidly growing and innovational company. Apply now and you will not regret it!

What you'll do

- Monitoring, managing and updating client's pages
- Maintaining active profiles on a variety of social media platforms
- Schedule social media content at effective and influential times to help reach mass target audiences
- Working to be the brand voice behind all social media platforms for Today's Business clients
- Running analytics on a monthly basis to determine the effectiveness of the social media campaigns you are managing
- Using key engagement techniques to help optimize client's social media platforms

Qualifications

We are looking for incoming freshman, sophomores and juniors in college to work in this FREELANCE position that have experience working with multiple brands in the social media marketing space. Must be well organized, a strong communicator, and a rock-star that bleeds social media marketing. We are growing and need someone that can hit the ground running! Social media is an ever-changing field, so although you will have some routine responsibilities, your role is going to require you to adapt slightly every now and then.

Application details: <http://tbsmo.com/about/careers/>



Community Manager

Do you live, breathe and sleep everything social media? Do you cringe of people posting Instagram at 7 AM because you know that Instagram posting is an art? If believe you are a social media guru then the community manager position is the perfect opportunity for you to get a foot in the industry. A Community Manager is the voice behind our client's social media, managing communications in both directions. This digital savvy candidate is responsible for all communications, social media, and content creation, among other things.

What you'll do

- Oversees social media interns' weekly tasks, revise their content calendars on a monthly basis, and assist with any questions that interns may have regarding their assigned clients
- communicates with Account Managers in regards to client's social media successes and areas of improvements
- Reports and analyzes clients' weekly analytics
- Review Clients Content Calendars on a monthly basis
- Responds to social media engagements and direct consumer questions on a timely basis for approximately 15-20 clients
- Assists Creative Director and Account Managers in market research, market strategy, and competitive analysis throughout the development of a Brand Bible
- Creates and schedule posts as needed by clients on a short-term basis
- Manages a variety of client's social media accounts and provide weekly reports to Account Managers
- Update the Brand Bibles to continue to enhance the brand of each client; this can include new company information, useful content, to post on platforms, and anything else of relative importance
- Manages branding through various social media outlets (Facebook, Twitter, Pinterest, Instagram, LinkedIn, and Tumblr)
- Trains Content Creators on assigned clients and revises their content calendars on a monthly basis

Qualifications

Our ideal candidate is eager to break into the world of social media marketing. You have great time management skills and attention to detail. Must be well organized, a strong communicator, and a rock-star that bleeds social media marketing. We are growing and need someone that can hit the ground running! Social media is an ever-changing field, so although you will have some routine responsibilities, your role is going to require you to adapt slightly every now and then. Management, Marketing, Business or Communications degrees are strongly preferred.

Application details: <http://tbsmo.com/about/careers/>