



## Marketing Intern

The Marketing Intern assists the O'Shea brand team in their marketing, advertising, and promotional efforts.

### Responsibilities

- Organize materials, swag, and apparel for giveaways.
- Create weekly social media posts.
- Assist with video shooting and planning.
- Website management.
- Assist with internal and external events/ conferences.
- Manage Cardinal ticket giveaways.
- Participate and help organize outreach events.
- Resume audits.
- Organize headshot photos.
- Coordinate Minority Trades Network events.
- Organize student career PowerPoints.

### Skills

- Proficient with word processing software.
- Proficient with desktop publishing software.
- Organizational skills, multi-tasking.
- Detail oriented.
- Knowledge of database concepts.
- Excellent time management skills.
- Basic understanding of A/E/C industry terminology and procedures.
- Working knowledge of marketing databases and proposal resources files.
- Understanding of basic marketing principles.

### Qualifications

Pursuing a Bachelor's degree in marketing, communications, or other related field from an accredited program.

- Minimum 3.0 GPA preferred.
- Prior internship and/or related experience preferred.
- Involvement on campus or in the community.
- Excellent verbal and written communication skills.
- Demonstrates leadership and teamwork skills.

### Working Conditions



3401 Constitution Drive  
Springfield, IL 62711



2400 N. Main Street, Ste. D  
East Peoria, IL 61611



502 W. Clark Street  
Champaign, IL 61820



222 E. North Street  
Decatur, IL 62523



Physical effort (up to 50 pounds), keyboarding, sitting, walking, lifting, carrying, reaching, handling, hand/eye/foot coordination, repetitive motions, talking, hearing, seeing. Able to adjust vision to bring objects into focus. Sedentary work. Occasional lifting/carrying up to 50 pounds.

**Interested?** Contact Shynisha Evans, Employee Development Coordinator at [sevans@osheabuilders.com](mailto:sevans@osheabuilders.com). Visit our website at [www.osheabuilders.com](http://www.osheabuilders.com).

*\*\*\*O'Shea Builders is an equal opportunity employer.*



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