

A blurred background image showing several yellow rubber ducks on a white table. One duck is in sharp focus in the foreground, while others are out of focus in the background.

DIGITAL MARKETING INTERN

We are seeking a dedicated, highly-organized, and highly-efficient intern to assist with Swoon’s marketing and communications. This position will work under our “operations umbrella” and will be heavily involved in managing our social media platforms as well as implementing digital marketing strategies. Additionally, you will handle some administrative and event preparation activities. This job will keep you on your toes and provide you with experience to shape your career and continue to grow.

IN THIS ROLE YOU WILL:

- Research relevant news articles, blogs and trends to post on our social media sites including Facebook, Twitter, LinkedIn, Instagram and Pinterest.
- Follow and engage with clients, contractors and client leads on social media.
- Use company Buffer platform to plan and schedule social media posts.
- Interview internal employees and ghost write blog posts for Swoon’s website.
- Assist in the planning and execution of monthly internal recognition events.
- Organize marketing files, photos and logos in the company SharePoint.
- Track metrics and report on results for all social media pages and the company website monthly through social platforms and Google Analytics.
- Assist in editing the company website through WordPress, optimizing and improving SEO as much as possible.
- Write and proof articles for internal and external newsletters.
- Maintain website job postings.

THE IDEAL CANDIDATE :

- Entry level
- Positive self-starter, able to work successfully within a team
- Basic skills in the Microsoft Office Suite & technical aptitude.
- Excellent verbal and written communication skills, a strong work ethic, eager to learn
- SEO and PPC experience a plus
- Knowledge of Google Analytics

Please send your resume and cover letter to careers@swoonstaffing.com to apply.