



Social Media Intern

Matrix Partners, Ltd. - West Loop (Greater Chicago Area)

Job Description

Rapidly growing, boutique marketing firm has immediate opening for a public relations intern. Excellent MS Office skills are a must, along with outstanding organizational abilities. West Loop location and great team to work with and learn from. Pet ownership a plus! Send resume to kboulos@Matrix1.com. NO PHONE CALLS.

Desired Skills & Experience

Must be extremely organized, proactive and thrive independently and also in a team setting.

Company Description

Headquartered in Chicago, Matrix Partners is an award-winning brand strategy, advertising and public relations firm specializing in pet product advertising, publicity and promotions. Since 1987, Matrix Partners has created successful marketing campaigns for hundreds of consumer products and pet product brands.

Additional Information

Type:

Part Time – Unpaid Internship

Experience:

Intern

Functions:

Social Media Support

Industries:

Public Relations and Advertising

Social Media Assistance

- Help create content and ideas for social media platforms.
- Evaluate and update Social Media Campaigns.
- Create ideas and content for client campaigns.
- Help keep social media up-to-date with active users.
- Participate in creative and planning sessions.

- Assist with digital, social and search marketing campaigns for clients.
- Proofread materials for correct spelling, grammar and sentence structure.
- Assist in development of social media programs to correspond with annual brand marketing plans.
- Assist with any account duties such as: building PowerPoint presentations, binding presentations, coordinating with vendors, brainstorming for new projects or press releases, contributing to social media initiatives, working on targeted email blast campaigns for clients and Matrix, etc.

Requirements

- Must have experience using & feel comfortable with social media platforms, including Facebook, Twitter, Pinterest and Instagram.
- Excellent project management abilities, capable of prioritizing and handling multiple projects simultaneously.
- Must be detail oriented.
- Strong verbal and written skills.
- Knowledge of blogs, e-marketing, Sprout Social, social media and google analytics a plus.
- Must be comfortable speaking on the phone and to clients and potential customers.