Marketing & Communications Intern

Supervisor: Director of Marketing
Type of Employment: Full-Time, None-Exempt

Founded in 1920, the Salesmanship Club of Dallas is a nonprofit service organization of more than 600 business leaders dedicated to building and repairing social emotional health for children through the programs of Momentous Institute. The Salesmanship Club of Dallas has hosted the AT&T Byron Nelson golf tournament for 50 years. The tournament has raised $167 million for Momentous Institute since 1968. Each year, Momentous Institute directly serves 5,500 children and family members through its nationally acclaimed Momentous School, innovative therapeutic services, and research and training. With an emphasis on innovation, collaboration and training, Salesmanship Club offers a truly dynamic work environment.

Job/Role Description:
The Marketing Intern will assist the marketing team with projects concerning AT&T Byron Nelson, Momentous Institute, and the Salesmanship Club of Dallas.

Specific Projects and Responsibilities:
The job responsibilities for this position will include, but are not limited to:
- Assist with marketing responsibilities, activities, and events as needed by members of the Marketing team.
- Social monitoring and listening across channels.
- Support content creation for social media channels (photography, basic graphic design, video capture and editing a plus).
- Assist with scheduling digital marketing efforts (direct and indirect).
- Pull and organize reports for digital marketing efforts (direct and indirect).
- Research and share marketing trends.
- Prepare materials (event specific, presentations).
- Assist in requests for information, drafting correspondence.
- Assist with updating marketing materials.
- Perform additional responsibilities as required.

Requirements and Qualifications:
This position requires the following personal and professional qualities/capabilities:
- College work in marketing, communications, or relevant field
- Proficient in Microsoft programs
- Experience in Adobe programs is a plus.
- Photography and videography experience is a plus.
- Knowledge in project management and marketing
- Flexibility to deal with unanticipated projects that have tight turnaround times.
- Excellent client service/interpersonal skills, including ability to communicate clearly in person and in writing.
- Demonstrated commitment to working as part of a team including the ability to develop collaborative relationships with a wide variety of stakeholders, both in-house and external agencies.

- Willingness to listen to feedback from others and find the best ways to incorporate diverse and sometimes conflicting input.

Desired personal qualities: integrity, initiative, energy, enthusiasm, flexibility, ability to receive feedback, and a sense of humor.

Interested:

Applications are currently being accepted and the position will remain open until filled. Candidates from diverse backgrounds are encouraged to apply. Please send letter of interest and resume to:

Courtney Monroe,
Director of Marketing
cmonroe@salesmanshipclub.org

COVID-19 vaccine is required for all employees as of September 1, 2021. (Momentous Institute /Salesmanship Club of Dallas are an equal opportunity employer and reasonable accommodations will be considered for valid medical or religious exemptions. The organization will also comply with the testing requirement set forth by OSHA 29 CFR 1910.501(g))

Momentous Institute/Salesmanship Club of Dallas maintain a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute/Salesmanship Club of Dallas hires, trains, and promotes all qualified employees without discrimination on the basis of race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry