



Title: Digital Marketing Intern

Company Overview:

jjslist.com is the most comprehensive, crowd-sourced online business review resource for the disability community and a channel for business engagement of consumers and employees who have disabilities.

Job Description:

The Digital Marketing Intern will assist the Digital Marketing & Community Engagement Manager (DMCE) in daily marketing initiatives:

- Assist in the creation of website, Facebook, Twitter, blog and newsletter content.
- Monitor Google AdWords and Google Analytics by developing reports for the DMCE.
- Draft and submit press releases.
- Aid in the organization and promotion of events.
- Maintain email database.
- Work alongside the DMCE on other tasks as they are assigned.

What skills and knowledge do jjslist.com interns gain?

- Experience with planning and implementing a digital marketing campaign to grow website traffic.
- Ability to use multiple social networking sites effectively.
- Experience in conducting client relationships with businesses.
- Ability to collaborate with a team in structured and unstructured environments.
- Increased awareness of people with disabilities as part of a diverse work environment.

Qualifications:

- Excellent writing and communications skills.
- Strong organizational skills.
- Reliable.
- Ability to comfortably use both PC and Macintosh operating systems.
- Experience with video editing software, Photoshop, InDesign, Google AdWords and Google Analytics is a plus.

Internship Details:

- Location: 824 Dempster St., Evanston, IL 60202 (accessible by CTA, Metra and Pace).
- Hours: 5 to 15 hours per week, any weekday.
- University semester or quarter calendars accommodated.
- Compensation – unpaid.

To Apply:

Email your cover letter, résumé and your weekly availability to bill@jjslist.com.

*Interview and background check required.