



Marketing Internship:

Reporting to the Marketing & Community Manager, the Marketing Intern will be a valuable member of a small and fast-paced team, assisting with responsibilities ranging from day-to-day content marketing tasks to key projects and initiatives. Responsibilities are tailored to the intern's interests and skill set, but primary tasks include helping with content creation and distribution, management of NCV's contact database, and event coordination and preparation.

Responsibilities:

- Collaborate on North Coast Ventures marketing campaigns, creating and delivering assets as needed across website, email, public relations and social channels.
- Research and analyze the angel investor market and entrepreneurial landscape in order to improve strategy and engagement with these target audiences
- Craft and publish content highlighting NCV's unique member network, industry expertise and portfolio company successes
- Develop ongoing communications to current and prospective fund members, corporate partners and portfolio company leadership
- Help with planning and preparation for events and programming, including monthly member meetings, Lunch & Learns, educational and social programs, and ad hoc events
- Update and maintain the accuracy of the North Coast Ventures contact database in HubSpot
- Analyze digital landscape changes and find opportunities for testing new campaigns
- Assist with relevant aspects of monthly member meeting preparation and follow-up, which are used to share updates regarding current marketing initiatives, upcoming events, portfolio companies and presentations from companies pitching for investment
- Review and update digital and print materials on a monthly and quarterly basis

Qualifications:

- Working toward an undergraduate or graduate degree in marketing, communications, public relations or other related fields
- Previous experience with content creation and distribution, media outreach, stakeholder communication, and analyzing website traffic and social engagement metrics
- Interest in content marketing, corporate communications and how a business should effectively function

- Strong analytical and reporting skills, as well as a high level of attention to detail
- Self-starter with the ability to work autonomously and with limited direction while effectively managing multiple projects concurrently
- Strong organizational and interpersonal, as well as written and verbal communication skills
- Ability to handle confidential and sensitive materials
- Flexible, assertive, and collaborative team player
- Great tenacity in seeing projects through to completion
- High tolerance for ambiguity and uncertainty
- Must be punctual, responsive to requests and able to meet deadlines
- Flexibility with weekly hours
- Experience with HubSpot
- Familiarity with Google Drive (Docs, Sheets, Slides), SurveyMonkey, Adobe, and social platforms including YouTube, LinkedIn and Facebook

We welcome applications throughout the year and our internships typically range from three to five months. Summer interns are expected to start no later than May 31st, 2021, but NCV will be flexible should a candidate have availability to start earlier during the Spring.