

## **Communications & Marketing Internship (Unpaid)**

*Beverly & Associates Consulting Firm is accepting applications for an Internship position (August 15<sup>th</sup> to January 15<sup>th</sup>). The intern experience may include participating in periodic B&A conference calls or the invitation to attend meetings and on-site work with clients, typically at no cost to the intern.*

### **About Beverly & Associates Consulting Firm**

*Beverly & Associates (B&A) consists of successful former and current administrators in higher education who possess extensive proficiency to assist institutions with their needs such as position searches, strategic planning, department assessments, policy development, onboarding, executive coaching, etc.*

*This Intern position will provide meaningful support with a broad range of tasks in support of communications, marketing, publications, and operations.*

### **Responsibilities consist of but are not limited to:**

*Assist with the development, production, and distribution of publications and marketing materials.*

*Assist with the writing, editing, design and/or distribution of publications and communications.*

*Create and prepare strategies for the marketing and promoting of B&A*

*Provides updates for the Firm's website (as needed), social media accounts, and other digital/social media platforms.*

*Participate in research, gathering source materials and visual assets/images.*

*Write a limited number of feature stories for the website.*

*Other responsibilities as assigned by the President & CEO.*

### **Preferred Qualifications:**

*Currently earning or already possess a Bachelor's or Master's degree*

*Experience in sports journalism, sports information, management, marketing, public relations, communications, or a related field.*

*Strong oral and written communication skills are a must.*

*Familiarity with a number of software applications like Microsoft Office Suite, LinkedIn, Facebook, Twitter, Instagram and similar social media platforms.*

*Provide administrative support for meetings as requested.*

*Provide support for events in coordination with staff needs.*

### **Application Process**

*Email a résumé, the names and contact information for 3 references and a letter of interest statement to [info@beverlyandassociates.net](mailto:info@beverlyandassociates.net). The review of materials will begin July 16 and continue until the candidate is selected. If you are invited for a video interview, you will be asked to submit a writing sample.*

### **Compensation**

***This is an Unpaid Internship (e.g. does not carry any salary, benefits, etc.).***

*The ultimate candidate will be required to sign a confidentiality statement and may be asked to pass a background check.*