

# stlmag.com

## MARKETING INTERNSHIP

### DESCRIPTION

*St. Louis Magazine* seeks a college senior majoring in marketing, communications, or public relations to assist with marketing, promotions and special events. We ask for a minimum of 20-25 hours a week, but you are allowed to set your own schedule so you can maintain a second job and/or school courses.

### RESPONSIBILITIES

- Assist in designing, coordinating, and presenting marketing programs, publicity efforts, and advertising campaigns
- Assist with coordinating, organizing, setting up and breaking down special events. Some weekend or evening work at local events will apply.
- Update and maintain media and prospects list
- Maintain database records and files including mailing and publication distribution information.
- Feature writer for marketing blog posts covering special promotions, events, contests, media coverage, and more.
- Assist in developing marketing programs that use social media channels including Facebook and Twitter
- Serve as a St. Louis Magazine advocate at local events
- Perform miscellaneous job-related duties as assigned

### REQUIREMENTS

- Must have a positive “can do” attitude
- Excellent written and verbal communication skills
- Detail-oriented and organized
- Creative, open-minded, outgoing, strong initiative as well as willingness to learn
- Knowledge of basic communication principles, media, and marketing techniques
- Must have flexible schedule
- Basic Microsoft Office skills/proficiency in Excel, Word, Powerpoint
- Experienced in Social Media including Facebook and Twitter

### COMPENSATION

For school credit only.

### HOW TO APPLY

Send a cover letter, résumé, and 1–2 writing samples by email to [jreid@stlmag.com](mailto:jreid@stlmag.com) or by mail to:

Jawana Reid  
St. Louis Magazine  
1600 S. Brentwood, Ste. 550  
St. Louis, MO 63144

**No phone calls please!**