

# GLOW RECIPE

Fruit-Forward. Clinically Effective. Glowing Skin.™

## MARKETING INTERN

### GLOW RECIPE UNPAID SUMMER INTERNSHIP PROGRAM

- Position: Marketing Intern
- Reports To: Marketing Manager
- Ideal Start Date: June 2024
- Location: Hybrid - the intern will be mostly remote but we would like someone in the NYC area who is willing to come to the office a handful of times as needed (or help with events).
- Work Hours (*we prefer 2 full days at a minimum*)
  - 3-4 half days (either morning or afternoons, hours have to be consecutive) or
  - 2-3 full days
    - Year-round: 9:30 am – 5:30 pm ET
    - Summer Fridays (Memorial Day to Labor Day): Monday through Thursday, 9 am - 6 pm ET, Friday, 9 am - 1 pm ET

It's Summer Internship Season and we're looking for beauty-loving, skincare-obsessed, detail-oriented interns to join our [for-credit-only unpaid Summer Internship Program!](#) An internship at Glow Recipe means you'll gain experience in the beauty field by working with a rapidly growing, skincare-focused startup!

[Glow Recipe](#) creates clean, fruit-forward, clinically effective skincare for glowing skin. We are a vegan, cruelty-free skincare line that pairs antioxidant-rich fruit with gentle, yet powerful actives to treat your skin based on its daily changing needs. We embrace real skin and are here to help you achieve your healthiest skin yet.

#### **THE FINE PRINT**

We're seeking motivated self-starters with a passion for beauty and skincare! Candidates must have excellent verbal and written communication skills; be analytical, and hard-working, have a positive attitude, and be a team player.

This role will assist the marketing team in developing launch plans, partnership ideas, events, presentation materials, competitive analysis, and day-to-day administrative tasks.

- Participate in brand marketing strategy globally - exposure across product innovation, new launches, marketing campaigns, etc.
- Work with cross-functional teams across Retail, Operations, E-commerce, and PR on various projects and coordinate deliverables such as copy, artwork, ads, etc.
- Get hands-on experience in helping create and maintain presentation materials, charts, and spreadsheets
- Assist with the collection and analysis of competitive marketing data
- Assist with administrative-related tasks
- Participate and support the Marketing Team on ad-hoc projects
- Candidates must be able to receive credits for the internship program and meet the minimum number of hours required.
  - Able to work 3-4 half days (either morning or afternoons, hours have to be consecutive) or 2-3 full days (~9:30 am – 5:30 pm ET).

### **INTERNSHIP REQUIREMENTS/EXPERIENCE**

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

- Solid proficiency in Microsoft Word, Excel, and PowerPoint
- Candidates must be self-starters and have a passion for marketing, beauty, and skincare
- Excellent written, analytical, and communication skills
- Solid proficiency in Microsoft Word, Excel, and PowerPoint
- Hard-working, positive team player; flexible when business needs change
- A plus if you live in the greater NYC area

### **APPLICATION REQUIREMENTS**

Submit the following to [HRconsultant@GlowRecipe.com](mailto:HRconsultant@GlowRecipe.com)

- Cover Letter
- Resume
- Availability (Start date/end date/hours of availability)
  - What's the earliest start date and latest end date you can intern?
  - What days and hours of the week will you be available to intern?
- Location: Hybrid - candidates must be within commuting distance of our NYC office
- Acknowledgement that you **(1)** can receive school credit for this internship and **(2)** meet the minimum number of work hours required

### **ADDITIONAL INFORMATION**

- [About Glow](#)
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**Glow Recipe is an equal opportunity employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. We will not have access to your personal Equal Employment Opportunity Commission information during the interview process. Glow Recipe is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request a reasonable accommodation, please let us know in your application or email us at [HRconsultant@GlowRecipe.com](mailto:HRconsultant@GlowRecipe.com)**