



## MARKETING INTERN

Appointed is hiring for a Marketing Intern for the fall semester (September - December 2018). Our ideal intern has a strong professional interest in learning all facets of marketing of a growing commerce company. The intern will play a key role in all marketing, public relations, social media, and partnership efforts.

### Intern Responsibilities:

- Play a role in supporting Appointed's marketing, public and community relations and partnership programs
- Marketing administrative duties including coordinate mailings, research, data entry, list management, and other duties as needed.
- Assisting with social media content across all platforms (Instagram, Facebook, Twitter, Pinterest)
- Assist with planning, executing, and/or attending events

### Required qualifications:

- Strong organization and communication skills
- Currently studying or a recent college graduate with a focus on communications, marketing and/or PR
- Proficiency with Apple products/software
- Ability to multi-task and work in a fast-paced environment
- Extremely organized and detail-oriented
- A strong working knowledge of social media platforms mentioned above
- Resourceful, responsible and a team player
- Interest in working for a small, creative commerce company.
- A love for paper products and good design is a plus

Appointed, LLC is an American-made brand of thoughtfully designed desktop products that make utility look luxurious. Following an exhaustive yet unsuccessful search to find well made and refined desktop products that are manufactured in the U.S., we decided to create our own. Practical, beautiful and handcrafted of the finest materials, Appointed goods are designed to elevate the work experience.

Appointed is made-up of a small but growing team and this individual has the opportunity to make a large impact on a growing company. Only candidates that submit the following will be considered: cover letter, resume and social media links. Due to the high volume of applicants, we are able to only contact those who are selected for an interview. This is a paid internship with a minimum of 20 hours per week at our Ivy City, Washington, DC headquarters.

Please email your application to [jobs@appntd.com](mailto:jobs@appntd.com) by August 30, 2018.