Our growing, financial and business solutions company would like to bring on a Sales & Marketing Intern. The successful candidate will be enrolled full-time in a university or community college and studying marketing or communications. We’re looking for a driven, ambitious individual who wants to create a career in social media and content marketing. We’re offering a flexible schedule if you continue to take classes or you wish to pursue other opportunities simultaneously. We provide extensive training, guidance and support, as well as the opportunity to experience the industry from the inside and gain valuable work experience.

**RESPONSIBILITIES**

* Take over content creation for all of our company social media accounts, including organizing cross-platform content strategies
* Develop new social media campaigns from the ground up, considering our clients’ needs and their specific industries
* Monitor social channels for trending news, ideas and memes, then capitalize on those trends through our social media accounts
* Create and update sales contacts within state and local government
* Perform research into our clients’ industries and provide actionable tips and advice for expanding their reach in the digital space
* Assist with capturing and analyzing social media metrics

**QUALIFICATIONS AND SKILLS**

* Enrollment in a Bachelor’s degree program required
* Familiarity with social media strategies and platforms
* Ability to multi-task and take initiative
* Flexible work schedule
* Hardworking and dedicated outlook
* Ability to take direction and absorb information quickly
* Experience with content creation a plus, even if not professionally

**TO APPLY, PLEASE SEND YOUR COVER LETTER AND RESUME TO:** [**Tamara.Reese@HPFS-LLC.com**](mailto:Tamara.Reese@HPFS-LLC.com)