



# Illinois Extension

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

Bond | Clinton | Jefferson |  
Marion | Washington Counties  
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## Marketing Intern Role Description

**Dates:** Approximately June 2-August 15

**Hours:** 15-22.5 per week

**Location:** Based in Nashville, IL.

*Travel between the five offices and programs within the five-county area will be required (mileage paid at the federal reimbursement level).*

**Pay/Benefits:** \$17 per hour.

*This is not a benefit-eligible position*

### Marketing Intern Duties:

#### Administrative and Clerical:

- Help with event planning and coordination.
- Maintain and organize marketing materials and resources.

#### Content Creation and Management:

- Assist in creating content for various marketing channels.
- Write and edit social media updates.
- Maintain social media profiles and content calendars.
- Help with the creation and distribution of marketing materials.
- Photographing summer events and programs.

#### Communication and Collaboration:

- Communicate effectively with team members, clients, and stakeholders.
- Participate in brainstorming sessions and contribute ideas.
- Work collaboratively with other departments to ensure cohesive marketing efforts.

### Skills:

#### Strong Communication Skills:

- Excellent written and verbal communication skills are essential for interacting with team members and clients.

#### Organizational Skills:

- Ability to manage multiple tasks and projects simultaneously, while maintaining accuracy and attention to detail.

#### Proficiency in Marketing Tools:

- Familiarity with social media platforms, Microsoft Office suite, and other relevant marketing tools.

#### Problem-Solving Skills:

- Ability to identify and address challenges that arise during the marketing process.

**To be considered:** Submit a cover letter and resume or CV to [uie-bcjmw@illinois.edu](mailto:uie-bcjmw@illinois.edu) before April 11. Please put *Marketing Intern* in the subject line.

### College of Agricultural, Consumer & Environmental Sciences

University of Illinois\* U.S. Department of Agriculture\* Local Extension Councils Cooperating  
University of Illinois Extension provides equal opportunities in programs and employment.