

Administrative & Marketing Internship

Please Note:

- This internship is **unpaid** but offers valuable hands-on experience and professional development.
- Housing is **not** provided for this internship. It is the responsibility of the student to arrange their own accommodations for the duration of the program.

Position Summary:

We are seeking an Administrative & Marketing Intern to assist in advertising, promotional efforts, and event planning. The intern's main responsibilities will include completing clerical and administrative tasks, building social media campaigns, assisting with event planning, and preparing promotional materials and presentations for various initiatives and research programs.

Job Responsibilities:

Content Creation:

- Creating graphics and editing videos.
- Simplifying complex research for stakeholders.

Proposals and Presentations:

- Preparing marketing proposals and presentations.

Social Media Management:

- Managing social media platforms.

Event Planning:

- Coordinating and promoting events.

Marketing and Fundraising:

- Securing sponsorships and researching grants.
- Creating marketing materials.

Qualifications:

- Strong writing and communication skills.
- Proficiency in Microsoft Office.
- Knowledge of social media and marketing platforms.
- Video editing skills.
- Good time management and organizational skills.
- Ability to work independently and as part of a team.

Location: In-person at Cornell Cooperative Extension of Suffolk County, Riverhead. Office hours twice a week.