
Job Description	
Position Title	Marketing Intern (Paid internship \$15/h)
Reports To	Chief Business Officer
FLSA Status	Non-Exempt
Version Date	2/1/2023
Position Information	
Assignment Category	Regular, Full Time
Location	Boxborough, MA
Job Description Summary	
<p>The Marketing Intern, reporting to the Chief Business Officer, is responsible for creating new social media content, including photographing product images, creating informative and engaging video content, and written material. Working closely with the Technical, Sales and Marketing teams, the marketing intern will assist in the creation of customer journey and experience mapping. This is a paid internship. Ideally the candidate would start part time this semester and full time over the summer.</p>	
Key Functions and Requirements	
<p>The major tasks and duties of the job include but are not limited to:</p> <ul style="list-style-type: none"> ● Gather data and create reports related to customer journey and experience ● Assist with Search Engine Optimization on Search Engine Marketing ● Photograph and edit product images and videos ● Simple graphic design 	

<ul style="list-style-type: none"> • Design and implement social media campaigns • Help in drafting newsletters, blogs, emails and product landing pages
Qualifications and Experience Profile
<ul style="list-style-type: none"> • Photography and videography for social media • Highly comfortable and knowledgeable with computers and internet technologies • Excellent written and verbal communication skills • Enrolled in an accredited Marketing, Communications or Business program, or related field
Desired Skills
<ul style="list-style-type: none"> • Experience with Adobe Creative Suite a plus • Experience with search engine optimization a plus • Experience with e-commerce and/or renewable energy a plus • A profile of creative content desired and writing sample required
Supervisory Responsibility
<ul style="list-style-type: none"> • N/A
Working Conditions/Physical Demands
<ul style="list-style-type: none"> • Office setting working at a computer • Lifting and moving products for display

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

altE is an equal opportunity employer. It is the policy of the Company to prohibit discrimination and harassment of any type and to afford equal employment opportunities to employees and applicants, without regard to race, color, religion, sex, national origin, age, disability, genetic information, gender identity or expression, or veteran status. The Company will conform to the

spirit as well as the letter of all applicable laws and regulations. The Company will take action to employ, advance in employment and treat qualified Vietnam era veterans and disabled veterans without discrimination in all employment practices.

Note: External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Employee Signature

Date