



## Job Description

### Marketing Assistant Intern (Part-Time)

Duration: 6 Months

Remote/Online

*Harrington Blue & Partners is seeking a motivated and enthusiastic Marketing Assistant Intern.*

*This part-time, **unpaid internship** offers a unique opportunity to gain hands-on experience in various marketing activities and contribute to our company's growth.*

*The ideal candidate will be a creative thinker with strong organizational skills and a passion for marketing.*

---

#### Key Responsibilities:

- **Content Creation:** Assist in creating engaging content for our social media platforms, website, and email campaigns.
- **Social Media Management:** Help manage and grow our social media presence by scheduling posts, monitoring engagement, and analyzing performance.
- **Market Research:** Conduct market research to identify trends, competitor analysis, and potential opportunities.
- **Campaign Support:** Support the planning and execution of marketing campaigns, including events, promotions, and product launches.
- **Analytics and Reporting:** Assist in tracking and analyzing marketing metrics and preparing reports.
- **Administrative Tasks:** Perform administrative duties such as updating databases, organizing marketing materials, and coordinating meetings.
- **Collaboration:** Work closely with the rest of the team to ensure alignment and successful implementation of marketing strategies.

#### Person Specification

#### Qualifications:

- **Education:** Currently pursuing or recently completed a degree in Marketing, Communications, Business, or a related field.

**Skills and Abilities:**

- **Communication Skills:** Excellent written and verbal communication skills.
- **Creativity:** Strong creative thinking and ability to generate innovative ideas.
- **Technical Skills:** Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint); familiarity with design software (e.g., Adobe Creative Suite) is a plus.
- **Social Media Savvy:** Understanding of various social media platforms and their best practices.
- **Analytical Skills:** Ability to analyze data and generate actionable insights.
- **Organizational Skills:** Strong organizational and time management skills with the ability to handle multiple tasks and meet deadlines.

**Personal Attributes:**

- Ability to work effectively within a team environment.
- Proactive and able to take initiative to drive projects forward.
- High attention to detail and accuracy in work.
- Flexible and adaptable to changing priorities and demands.

**Application Process:**

Submit your CV, video or presentation/portfolio to [talents@harringtonblue.co.uk](mailto:talents@harringtonblue.co.uk)