

Marketing Intern at Saratoga Independent School

Description:

Saratoga Independent School is a New York State chartered Pre-K–Grade 7 (8th grade starting in 2020) independent school accredited by the New York State Association of Independent Schools. S.I.S. is a school for families who believe in the value of enduring and meaningful learning and want it for their children. Because children learn best through direct experiences, we fill our days with opportunities for students to explore, create, question, and interact with the world around them. Our approach to education weaves multi-age learning, the skills of independent thinking, development of intellectual courage, and theme-based curriculum into an unmatched educational experience for the whole child.

Summary:

S.I.S. is looking for a self-starter and detail-oriented individual to fill our Marketing Intern position. Applicants should have a history of being self-motivated, a team player, and a multi-tasker. This internship is unpaid and all applicants must have the ability to obtain school credit in exchange for this learning opportunity.

The marketing Intern will be involved in:

- Creating and following the yearly marketing budget
- Creating and following the yearly marketing plan
- Social media marketing on various platforms
- Website maintenance
- Developing print marketing materials
- Developing direct mail campaigns
- Research and development of new marketing initiatives

Requirements:

- Willingness to work in an office/school environment during normal business hours, 8am – 5 pm
- Demonstrated knowledge of common social media platforms
- Demonstrated knowledge of Microsoft Office products
- Ability to manage multiple projects at once
- Strong communication skills, both verbal and written
- Graphic Design experience preferred, but not required
- Must have access to own laptop/computer

To Apply:

- Please send resume to Jennifer Allen, Director of Development & Marketing, at jallen@siskids.org
- No phone calls please