

Marketing Intern

Are you ready to advance your career? Come join a team that is dedicated to your growth and success. This job is for a Marketing Intern for Red Barn Engineering Inc. that will be approximately 40 hours/week. The Marketing Intern will work on getting the resumes and statement of qualifications done for the firm. The marketing intern will set up templates for resumes in In-Design and register the firm through the MRSC (rosters) for most of the Puget Sound region. The marketing intern will track request for proposal dates by various jurisdictions. The marketing intern will follow-up with clients on potential new projects and attend functions with the President for promotion of Red Barn. The marketing intern will work with the President in ordering banners and booth setup materials.

This position will report to the President at Red Barn Engineering. Responsiveness is key in consulting and understanding how to communicate with the engineers and team is key. This position is for someone who holds a firm understanding in consultant communication, client expectations, project management, and technical requirements.

The company is growing and offers 401K, healthcare insurance, and profit sharing. If the internship is successful, a full-time position may be offered at the end of the internship.

Email **resume and cover letter** to admin@redbarn-engineering.com. Resumes without cover letters will not be reviewed.

Experience:

- Understanding fast-paced office environment with multiple deadlines occurring and helping the team set deadlines with work coming in.
- Experience preparing resumes and firm bios. Experience with the SF 330 form is preferred.
- Must have knowledge of marketing for municipalities and private industry.
 - Must be willing to work within a firm that has a primary focus of civil site development and permitting under a fast-track business model.
- Must have Microsoft Office experience – Excel, Word; In-Design; Graphics Design; Photography (enough to take work with a photographer to get our projects photographed and logged)
- Attention to detail for print materials.

Education:

- Must have a Bachelors of Arts degree in Marketing or equivalent.

Must be authorized to work in the United States.

Must be willing to travel up to 25% and attend events.

Must be able to lift 50 lbs.