

## **SAMPLE INTERNSHIP DESCRIPTION – NOT CURRENTLY OPEN – FOR INFORMATION ONLY**

### **Marketing Assistant Intern Vigil-Agrimis, Inc.**

The part time employee would be responsible for assisting our marketing staff with professional services marketing activities: marketing the professional services of our firm of engineers, landscape architects, and environmental scientists. The primary activities would revolve around helping to produce professional services proposals for our firm.

As a professional services company, Vigil-Agrimis, Inc. must respond to Request for Proposals (RFPs) from primarily public agency clients. For example, if the City of Portland desires design services for environmentally friendly improvements to streets, stormwater systems, riparian areas, etc. they would issue an RFP for those services. We would respond to this RFP by preparing a bound proposal (report) that summarizes our experience and approach to completing the project. Clients make their hiring decisions based on the proposals they receive from competing firms.

The assistant would work with our full time marketing staff to prepare proposals using information from our marketing data base (resumes, project examples, photos, etc.) to put together proposals and statement of qualifications. The proposals and statement of qualifications are typically 10 to 30 page bound reports.

The ideal candidate would have good writing and graphic design skills. They would have familiarity with typical Microsoft programs like WORD and EXCEL. Familiarity with InDesign, Illustrator, Photoshop, or similar design software is preferred.

This part-time, intern position would not have full time employee benefits. However, the internship could result in a future full time position with full benefits.

**SAMPLE**