Doherty Enterprises Inc.

Title: Marketing Intern

Location: Allendale, NJ

Job Type: Co-op/Internship

Compensation Type: Hourly  Wage: $13.00/hour

Start Date: 6/1/2016  Close Date: 5/27/2016

Job Description: We are looking for the absolute best and brightest to join our marketing team as an Intern in our Allendale New Jersey office. The Marketing Intern will support the marketing department in community outreach with in each of our restaurant brands.

Primary Responsibilities:

• Assist the Marketing Department with fulfilling sponsorship and donation requests
• Research organizations to ensure they are great partners to work with
• Outreach to various non-profit organizations
• Updating community events on Dohertyinc.com
• Compile data and generate reports, including creating and maintaining tracking sheets
• Answer phones, direct calls and provide assistance
• Other assigned projects and administrative duties as needed

Qualifications:

• Must be a self-starter who thrives on driving the organization with their game-changing energy, ideas and strategic solutions
• Requires a team player with ability to work with multiple groups in a fast-paced, high energy, deadline-driven environment while staying organized and maintaining a positive attitude
• Excellent verbal and written communication skills with ability to present information and ideas clearly
• Demonstrated ability to build Community support and partnerships
• Exceptional ability to communicate effectively, both orally and written in English
• Excellent phone presence, etiquette and professionalism
• Must be able to multi-task while remaining flexible, with attention to detail and have the ability to meet deadlines with minimal supervision
• Strong guest service orientation
• Advanced level proficiency Microsoft WORD, EXCEL, Outlook and PowerPoint
• Demonstrated Windows PC proficiency and general technical savvy
• High School diploma
• Degree or pursuing a degree in Marketing, Public Relations or a related field preferred
• Current Performance must be in good standing

*We would like a sophomore or Junior for this Intern Opportunity as it is year round not for the summer only.*

**Application Instructions:** apply online at [www.dohertyinc.com](http://www.dohertyinc.com).