Legal Arsenal

Title: Marketing Intern

Location: Rutherford, NJ

Job Type: Summer Co-op/Internship

Compensation Type: Hourly  Wage: $12-$15

Start Date: 5/23/2016

Job Description: The MARKETING INTERN will support the Marketing Department in executing a variety of marketing initiatives.

Primary Responsibilities:

• Assist with developing content for our social media channels
• Assist with the design and distribution of marketing materials and promotional items
• Maintain and update our database and product library
• Post recent work product on our website and social media sites
• Attend Conventions and CLE events as a spokesperson

Qualifications:

• Advanced knowledge in Mac OS and Windows Platforms
• Proficiency of Microsoft Office (Word, Excel, Outlook)
• Preferred background and/or experience in Marketing, Social Media, PR, Event Planning, Hospitality industries
• Knowledge of social media platforms (Twitter, Facebook)
• Knowledge of video platforms YouTube and Vimeo
• Knowledge of Adobe Photoshop
• MUST have strong writing & communication skills
• MUST be self-motivated with a passion for organizing and problem-solving
• MUST possess a positive attitude
• MUST have a passion for creativity and thinking outside the box

Application Instructions: Qualified candidates are encouraged to apply by emailing their resume as a MS Word or PDF attachment to careers@legalarsenal.com. Be sure to include in your subject line: “MARKETING INTERN.”

We will only follow up with candidates that possess the basic qualifications listed above. No phone calls will be accepted.

About the organization:

Legal Arsenal LLC is a boutique video production company and design firm for the legal industry throughout the United States. We create and produce documentaries, animations, interactive graphics, and medical illustrations for trial, mediation, and arbitration. Since 2009, our work products have supported hundreds of cases to successful resolutions. Our goal is to simplify our client’s argument with easy to understand visual interpretations.

Disclaimer information: Legal Arsenal LLC is an equal opportunity employer.