

EqualLevel

Sales & Marketing Internship

EqualLevel is the fastest growing provider of cloud-based, AI-driven procurement, and eCommerce applications to the public sector. EqualLevel provides an innovative procure-to-pay compliance platform that guides employees to all approved contracts and monitors shopping carts to ensure they never overpay. We simplify organization-wide purchasing with our patent-pending AI-powered marketplace. EqualLevel guarantees the fastest ROI with quick configuration, deployment, and adoption. We are seeking an intern to support our sales and marketing initiatives surrounding software development and targeted campaigns. The internship opportunity offers real-world 'hands-on' experience in a highly matured internet startup company. Many of our successful interns have transitioned to become full-time members of the EqualLevel family.

Responsibilities

Support marketing campaign planning and execution and report the results of marketing initiatives. Write copy for social media posts, promotional emails, and other marketing collateral. Assist in the management of website SEO and website traffic utilizing tags and Google Analytics. Perform data analysis of our current database with cleansing and entry techniques.

Qualifications

- Understanding of basic marketing principles
- Self-starter with the ability to work independently
- Understanding of data quality and cleansing processes
- Proactive at data entry and identifying and correcting data quality issues
- Familiarity with major social media platforms (LinkedIn, Twitter, etc.)
- Creative problem-solving skills
- Excellent written and verbal communication skills
- Understanding of SEO techniques and best practices
- Basic photography, image, and video editing, and graphic design skills

Internship Requirements

- Bachelor's degree candidate major(s): Marketing, Business Administration, or Computer Science
- Exceptional analytical and critical thinking skills with the ability to take on a task, formulate a plan of action, and deliver a complete result
- Ability to thoroughly document and produce reports and/or statistical data
- Ability to work 20+ hours during semesters and full-time during summer and winter breaks
- Excellent verbal and written communication skills to communicate with various internal teams



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Nice to Have

- Familiarity with Project Management methodologies
- Knowledge of CRM systems
- Experience with Atlassian Confluence or a similar tool
- Experience with Adobe Creative Cloud applications
- Understanding of Procurement Life Cycle

Additional Information

Employment Type: Paid Internship

Internship Location: Remote or EqualLevel Rockville Office, 9201 Corporate Blvd, Suite 340, Rockville, MD 20852

Email résumé to info@equallevel.com to apply.



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