

# CREEK INDIAN ENTERPRISES DEVELOPMENT AUTHORITY

The CIEDA acts as the economic development arm of the Poarch Band of Creek Indians and oversee 10 tribal owned business entities.

## MARKETING INTERN JOB DESCRIPTION

### GENERAL SUMMARY:

Creek Indian Enterprises seeks an intern to assist the Marketing Manager in day-to-day activities. This internship would give the intern valuable, real-world experience, as well as providing the Marketing Manager with additional administrative support.

### DUTIES AND RESPONSIBILITIES:

- Assist with researching media rates, availability, delivery, market demographics
- Assist with maintaining customer contact databases and consumer traffic reports
- Assist with setting up and maintenance of social media platforms
- Assist with compiling information for website
- Analyze redemption of coupon usage
- Assist with design of marketing pieces
- Perform miscellaneous office duties (answer phones of Marketing Manager, organization of files, updating contact database, etc)
- Assist with miscellaneous special projects

### KNOWLEDGE AND SKILLS REQUIRED:

Ability to multi-task and excellent oral and written communication skills essential  
Initiative, drive, common sense, creative flair and flexibility essential  
Strong working knowledge of MS Office essential, MS Publisher, PowerPoint and Access a plus  
Graphic design and Web design knowledge a plus  
Must be able to maintain professionalism and confidentiality at all times

### SUPERVISION:

Reports directly to Marketing Manager

### JOB STANDARDS:

This is a volunteer position. College credit may be available based upon the requirements of your college or university.

Interested applicants should send a cover letter and resume via email or mail to

Creek Indian Enterprises Development Authority

Attn: Jennifer Chism, Marketing Manager

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Atmore, AL 36502

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