



### **Marketing / Project Assistant Internship**

AV Architects + Builders is looking for bright, driven recent college graduate or college senior with excellent writing and communication skills and a passion for home design to support and eventually join our growing team. The goal of this position is to offer an opportunity for a candidate to use their creativity to assist with all of its marketing and branding efforts. Additionally, to build knowledge in the operations of a Design/Build firm and help shape the firm's internal processes. This will prepare students as leaders in the Business Administration/Marketing world with an industry focus on architecture and construction. This is an internship opportunity with the option of turning into a full time position.

### **Required skills**

- Excellent writing and communication skills – you'll be developing marketing material for the company, so excellent writing skills in the English language is a must.
- Outstanding interpersonal skills – you will have exposure to clients, vendors and field staff, so good people skills are necessary.
- Design/build interest - writing about design/build is more fun if you like the topic.
- Technology savvy – the firm uses different platforms to engage with customers and build their brand so you will need to be a fast tech learner.
- Attention to detail – everything we do has detailed information so being meticulous is a must.
- Hands on personality – while you will have a senior staff to guide you, we are looking for a candidate with self-initiative that can do an excellent job with minor supervision.

### **As an Intern, you will:**

- Express your creativity and writing skills through marketing assignments (Blog writing, newsletter, social media, collateral material, articles, etc.)
- Learn how to qualify and convert prospects into clients and how to nurture existing clients.
- Gain experience developing process documents specific to our construction industry.
- Be mentored by successful senior executives
- Develop your ability to motivate blog subscribers and prospects to buy from us.
- Experience the fundamentals of a small business.
- Contribute to the development of systems and processes of a fast growing small business.

### **Please apply on the link below:**

<http://info.avarchitectsbuilt.com/we-are-hiring>

We will contact you if we decide to schedule a phone interview. No phone calls please. Thank you.

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