



Spring 2019 Student Internship

JOB DESCRIPTION for

MARKETING INTERN

CONTACT: Kaitlin Smith, Executive Director, kaitlin@hqgreensboro.com

HQ Greensboro is seeking student interns for Spring 2019. The Marketing Intern will assist in the marketing, communications, and PR efforts at HQ Greensboro, a shared workspace for entrepreneurs located in a refurbished 1898 stable and carriage house structure on West Lewis Street in downtown Greensboro.

This internship provides the opportunity to work first-hand with a small team in a growing, downtown business. Hours are flexible, however, expectations will be high. The ideal candidate has excellent interpersonal and communication skills, a high degree of proficiency with online marketing tools, ability to multi-task, and a strong work ethic.

Interns should preferably major in Communications, Marketing, Journalism or Design. We are looking for someone who is creative, driven, self-motivated and has strong writing skills. Video, photography and design skills are a plus!

Primary Responsibilities

- Create content such as HQ member spotlights, press releases about HQ initiatives, and blog posts
- Help manage and regularly update HQ social media platforms (Facebook, Twitter, LinkedIn, Instagram)
- Curate the weekly HQ Newsletter
- Develop a publicity report system for tracking member media coverage
- Graphic design assignments as needed
- Provide an excellent customer service experience to HQ members, tenants, partners and guests
- Dedicate 8 working hours per week to the front desk
- Volunteer at one HQ-hosted event per month
- Other tasks as assigned

Time Commitment

The Fall Internship Program will commence in January 2019 and conclude in May 2019. Interns will be asked to commit 10-15 hours per week working at HQ Greensboro.

Benefits

This is an unpaid work-trade position, but all interns receive the following benefits. We can also work with your university to coordinate university credit.

- Instantly connected to a network of successful local and global entrepreneurs.
- A full-time membership during your time here and for three months beyond the duration of your internship.
- Full-time membership comes with access to the co-working area, conference room time, WIFI, complimentary coffee, and free access to all regular HQ events.
- Regular meetings with the HQ team to review projects and work through challenges you face with your projects.
- Experience in a booming industry.

About HQ Greensboro

HQ Greensboro is a coworking space designed to empower, foster, and cultivate companies that produce long-term job growth and positive social impact. We address two challenges that entrepreneurs face: building a trusted support community and gaining access to flexible, affordable office space. The facility includes:

- more than 60 entrepreneurs and startup companies,
- entrepreneurial programs and events,
- 20 private offices of varying sizes,
- 3-4 meeting and conference rooms,
- 2 outside patios,
- cafe space with a full-service kitchen and bar,
- co-working space with desks, and
- collaborative “soft space” with sofas, chairs, tables.

For more information, visit hqgreensboro.com.

TO APPLY, please complete the intern application form, found at hqgreensboro.com/internships, by December 14.