



ACG Communications Intern Job Description

ABOUT **ACCENT CREATIVE GROUP**

You spend a significant amount of time at work, so why not make it fun? Here at Accent Creative Group, we enjoy what we do, and it shows! Many clients say that's why they love working with us.

For more than 16 years Accent Creative Group has worked with clients in B2B companies, hospitality organizations and local government agencies across the state. Specialties include public relations, branding, print and digital marketing, web development and custom publishing. Our work has garnered more than 40 regional, national and international recognitions.

ABOUT **THE CANDIDATE**

ACG is seeking an organized, self-motivated intern to help as a part-time copywriter. English, Writing or Journalism students or new graduates are preferred. Excellent communication skills, knowledge of proper spelling and grammar, a passion for writing and a strong attention to detail are essential to succeed in this position. Experience with programs such as Adobe Creative Suite (InDesign, Photoshop, Illustrator) and Wordpress are a plus.

ABOUT **THE JOB**

ACG interns support the team by writing and editing content for ads, brochures and other marketing materials, articles for The DiG (our bi-monthly publication), press releases, award submissions, RFPs and other proposals, social media and websites.

Responsibilities include, but are not limited to:

RESPONSIBILITIES:

- Draft and edit social media posts, articles for The DiG and website copy
- Draft and edit copy for brochures, ads, reports, press releases, media kits and other marketing materials
- Research articles and information related to the subject matter to include in The DiG
- Edit and proofread The DiG and other publications as needed
- Help write content for and manage social media accounts
- Assist design team as needed with minor design work and edits to text within the design programs
- Assist with copywriting for various proposals and RFPs, along with award submissions and other items related to internal promotion
- Additional tasks as needed

EXPECTATIONS:

- Complete assignments on time and work within tight deadlines
- Deliver writing assignments as needed each week
- Drafts sent for review should have very few or no spelling and grammatical errors
- Respond to feedback in a timely manner
- Familiarity with Adobe Creative Suite and Wordpress is a plus

REQUIRED SKILLS:

- Organized
- Reliable
- Personable
- High-energy
- Articulate
- Excellent writing skills
- Professional demeanor
- Proficient multitasker
- Responsive to feedback
- Self-motivated
- Knowledge of proper spelling and grammar
- Attentive to detail

IMPORTANT INFORMATION:

Job type: Part-time, on-site

Education: College student or new grad

Experience: 2+ years

Start Date: ASAP

Rate: \$15/hour

HOW TO APPLY:

To apply, please send a cover letter, resume and writing samples to pam@accentcreativegroup.com. Visit our website to learn more about our company, team traits we look for and perks we offer.

