

MARKETING INTERNSHIP



Jumet Financial is committed to providing our clients with well-informed, objective advice and to creating a disciplined framework within which financial decisions are made, implemented, and managed from generation to generation. Jumet Financial is seeking a highly efficient and detail-oriented individual with the same strong standards for the role of Marketing Intern. This is a hands-on, in-person role of approximately 15 hours per week, reporting to the Marketing & Communications Associate, offering real-world, portfolio-ready experience across content creation, design, and day-to-day marketing support, along with direct mentorship and exposure to how a financial services firm builds and maintains its brand. The position requires a high level of confidentiality and professionalism, excellent time and project management skills, and the ability to manage multiple workstreams (both internal and external) at once. The qualified candidate must show high regard for client needs and not only be efficient, but also build rapport with current and prospective clients.

Primary Duties and Responsibilities:

- Help send out swag mailings and keep the swag room stocked and organized
- Write and send milestone cards (birthdays, anniversaries, weddings, new homes, births, and retirements)
- Assist with social media posting
- Assist with organizing sponsorships and partnerships
- Occasionally assist with design work in Canva and with printing materials (cards, one-pagers, slideshows, documents, signage, and spreadsheets)
- Assist with designing email campaigns
- Support other marketing and communications projects as they arise
- Perform other duties as assigned by management
- Help serve our community through initiatives planned by the Jumet Financial team, as required of all employees

Qualifications:

- Currently pursuing a degree in marketing, communications, business, or a related field
- Some coursework or a portfolio demonstrating design, marketing, or communications skills
- Comfortable working in MS Word, Excel, and PowerPoint (basic formulas/charts a plus)
- Strong attention to detail and an eye for clean, professional design
- Excellent written communication skills
- Able to take feedback and constructive criticism, and iterate on work accordingly
- Reliable and able to commit to an in-person schedule of approximately 15 hours per week
- Preferred, not required: experience with design tools like Canva, familiarity with business social media platforms (Facebook, LinkedIn, Instagram, etc.), familiarity with email marketing platforms, and interest in the financial services industry