

## Marketing Intern

Part Time

Golden Helix is a leader in genetic research software tools and services. We're known for helping researchers overcome the obstacles that keep them from making novel discoveries and significant publications. Our business is growing, creating the need to expand our team.

We are looking for a Part Time Marketing Intern who can follow directions and effectively juggle lots of detailed tasks without dropping any balls. If you are detail-oriented, task-driven, extremely organized, and want to work at a company where you'll have a major impact, this could be the right job for you.

### Job Description

As a member of our marketing team, you will work under the direction of our Director of Marketing and assist where needed with a myriad of marketing activities designed to promote the company's brand, increase the number of sales-ready leads and grow the company's market share in the life science/genetic analysis industry.

You will have the opportunity to help develop and maintain email marketing lists and coordinate email campaigns, write and edit blog posts, assist with the development of collaterals and participate in social media efforts on Facebook, Twitter, LinkedIn and YouTube. You will also be a part of the Order Fulfillment Team, creating quotes for the Sales Team and processing orders. You may also perform market research.

This position is Part Time, working up to 20 hours a week. Full Time may be available after graduation for the right candidate.

### Requirements

- Minimum Junior or Senior Marketing Major preferred. Two Years marketing experience in lieu of education will be considered.
- High order and high attention to detail with the ability to accurately complete many simultaneous tasks without letting anything fall through the cracks.
- Excellent writing, grammar, and editing skills.
- Must be proficient in MS Office, including Word and Excel.
- Experience with a CRM database, Wordpress, HTML or Photoshop a plus
- Must love nerds. Or better yet, be one!

### Contact Information

If you are interested, email your resume and cover letter to [personnel@goldenhelix.com](mailto:personnel@goldenhelix.com)

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