

CAPSULE

overview

Capsule is seeking a Marketing/New Business intern to work up to five days a week at our North Loop Minneapolis office. We're a fun, vibrant and hardworking bunch and we expect the same of our interns.

important attributes

This person must be high energy, driven and willing to work in a collaborative team environment. This person must also be willing to take on a multitude of tasks required in a small company as well as seek out tasks if they find a lull in their duties.

responsibilities

Marketing/New Business

- General research on prospective clients and management of the marketing database for accuracy and detail
- Coordinating details around new business presentations to prospects or clients

General Duties

- Answering phones and general administrative tasks

education requirements

BA from 4 year college/university (completed or currently working toward)

Knowledge of Microsoft Office Suite and Adobe Suite

Experience with research a plus

timing

June 5, 2017 - September 1, 2017

compensation

Monthly stipend

still interested?

Send your resume to Petra Tate at petratate@capsule.us. No phone calls or drop-ins.

