



MARKETING INTERN

DEPARTMENT: Marketing

COMPANY DESCRIPTION: HMH provides a collaborative, comprehensive, and multi-discipline approach to the design process. Whether we are providing multi-faceted services or specific discipline support for a land development project, our team approach adds value. With over forty-five years of private and public project experience in the Bay Area and California, HMH's contributions have resulted in project success which includes but is not limited to commercial, mixed-use, transit-oriented development, single and multi-family residential, institutional, parks, and public works projects.

EXPERIENCE LEVEL: 0-2 years

REQUIRED HOURS OF AVAILABILITY: 25-35

COMPENSATION: This will be a paid internship that will report to the Marketing Manager.

BASIC FUNCTION/PURPOSE OF THE ROLE:

The marketing intern will play a key role in assisting the Marketing Department on both brand development, proposal execution, and business development initiatives while assisting with the day-to-day organization, coordination, and execution of various marketing campaigns across all disciplines.

Responsibilities Include:

- Admin support for Marketing Department deliverables.
- Assist with proposal assembly and proposal graphics.
- Assist with file organization.
- Assist with business development graphics and packet assembly.
- Assist with data entry in the Deltek CRM for business development contacts.
- Assist with proposal tracking data updates.
- Assist with updates for resumes, boilerplate information, project descriptions, photographs, headshot photos, etc.
- Assist with event coordination (external, career fairs, etc.) as needed.
- Assist with business development ticket purchase coordination as needed.
- Assist with branded collateral management and organization as needed.
- Provide support for creating social media posts with direction from the Marketing Manager, Proposal Coordinator, and Principal-In-Charge.
- Assist with creating external email newsletters and additional communication platforms.

Skill Set:

- Proficient with word processing and desktop publishing software.
- Strong organizational and coordination skills, multi-tasking.
- Team player and detail-oriented.
- Knowledge of database concepts.
- Good communication and time management skills.
- Ability to work well with people.
- Basic skills in Adobe Creative Suite.

Education/Certification Requirements:

- May hold an associate's or bachelor's degree; no degree required.

Next Steps:

Resume and cover letter should be submitted to the Marketing Team at Marketing@hmhca.com.