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**Description**

Amy Riolo, LLC is a rapidly expanding company that deals with publishing, writing, marketing, the food business in US and Italy, and major media (tv and print) on a daily basis. We plan large scale culinary and culture events as well as culinary tours to the Mediterranean region.

We are looking for a qualified intern to join our marketing/advertising team. We produce quality work for our publications and Amy Riolo Selections product line and seek an intern who can participate in various stages of print and online marketing campaigns.

This intern should be prepared to work in a fast-paced team environment and will finish the internship having gained broad experience in various aspects of marketing.

**Responsibilities**

* Assist in the creation of signage, circulars, mock ups, email campaigns, online promotion, etc.
* Assist in the distribution or delivery of marketing materials
* Assist with the fulfillment of marketing offers
* Perform analysis of marketing and sales data
* Seek and analyze competitor marketing and sales materials both on and offline
* Enter contact information into contact management systems
* Provide support to social media efforts
* Monitor social media for trending topics to utilize on social media channels
* Maintain tracking report of public relations activity

**Requirements**

* Undergraduate student in DC majoring in Sales, Marketing, or Advertising
* Excellent verbal and written communication skills
* Extensive knowledge of social media
* Driven and hard-working
* Ability to take direction and multi-task
* PowerPoint, Word and Excel experience a plus

**Benefits**

* Practical experience with current marketing and advertising techniques
* Shadowing, mentoring, and training opportunities with successful marketing professionals
* Opportunity to participate in networking and television as well as live events and meetings
* Flexible schedule for students – approximately ½ of work can be done remotely
* Upon completion, students will receive a detailed plan of action for beginning their career, a professional reference, and job listing for their resume

If interested, please send a letter stating your career goals and why this internship interests you as well as your current resume to amy@amyriolo.com