



MARKETING COMMUNICATIONS INTERN

Sustainable Water, located in Glen Allen, VA, is currently seeking an intern that can coordinate marketing-related tasks and assist in general business development initiatives. This is a paid, part-time internship opportunity during the school year that has the possibility of extension into a permanent, full-time position during the summer months.

APPLICABLE FIELDS/DISCIPLINES: *Marketing, Communications, Business Development*

RESPONSIBILITIES:

- Manage company newsletter
- Manage company social media accounts (Twitter, LinkedIn, Facebook)
- Coordinate company conferences & tradeshows
- Develop company marketing collateral
- Assist in maintaining sales and business development database
- Business development research
- Assist in developing sales presentations and general business needs as required

REQUIRED QUALIFICATIONS:

- Pursuing a Bachelor's Degree in above or like disciplines
- Proficiency in Microsoft Office Suite (Word, PowerPoint, Excel)
- Experience/proficiency with design programs, such as InDesign, Photoshop, or Illustrator
- Strong writing and communication skills
- Strong research and problem-solving skills
- Established work ethic & ability to prioritize
- Self-driven
- Work in a team environment
- Willingness to grow and learn

PREFERRED QUALIFICATIONS:

- Experience coordinating email communication outreach efforts (Mail merge tools, MailChimp)
- Experience with website development and/or maintenance (WordPress, etc.)
- Experience managing social media accounts (Facebook, LinkedIn, Twitter)
- Experience/proficiency with database management (FileMaker, Access, SQL, etc.)

Sustainable Water is a leading provider of district-scale, decentralized water reclamation and reuse solutions across the United States. We develop turn-key, ecologically engineered water reuse projects in institutional, commercial, industrial and governmental market sectors. Our reuse solutions minimize risk, maximize financial savings and enhance environmental stewardship. Our mission is to introduce a new paradigm in sustainable water management for current and future generations. For more information, please visit our website www.sustainablewater.com and view our company brochure www.sustainablewater.com/brochure.

If you like a challenging work environment, and you are interested in this position, please send your resume, a writing sample, and any relevant portfolio work to careers@sustainablewater.com.