



Position Title: Marketing Intern

FLSA: Non-Exempt

Reports to: Chief Marketing Officer (CMO)

Direct Reports: No

General Summary

NCC services and products through various mediums. Assists with idea generation, and aides in the production and distribution of internal and external publications. Assists with community relations including representation at community events and community organizations.

Essential Job Functions

- Assist in the implementation of marketing plans to promote products and services, increase brand awareness, and drive customer engagement in accordance with company strategy.
- Assist in the development and distribution of collateral, including brochures, flyers, presentations, and advertisements, that effectively communicate key messages to target audiences.
- Assist social media accounts by creating engaging content, responding to comments and messages, and monitoring social media performance.
- Attend and assist with marketing events, trade shows, product launches, and promotional activities to generate leads and increase brand visibility.
- Required to stay active in internal and external company functions, which may require varying hours, including evenings and weekends.
- Performs all other related duties as assigned.

Intern Learning Focus: Knowledge, Skills & Interests

We're looking for someone who is curious, creative, and excited to learn more about marketing in a real-world setting. This internship is designed to provide hands-on experience and growth in the following areas:

- An interest in learning the fundamentals of marketing principles and strategies.
- Curiosity about digital marketing channels, tools, and emerging trends.
- A desire to understand branding and how organizations position themselves in the market.
- Exposure to marketing tools, platforms and automation software.
- Willingness to learn how to use office and marketing-related equipment and technology.
- An interest in developing strong written and verbal communication skills.
- Eagerness to build relationships and collaborate with team members and community partners.
- A creative mindset with a willingness to explore new ideas and solutions.
- An interest in developing organizational and time management skills while working on multiple projects.



- Attention to detail and a desire to learn how to create effective marketing materials.
- An interest in graphic design, photography and visual storytelling.
- Curiosity about how to create engaging content and messaging across platforms.
- Willingness to both take initiative and work as part of a team.
- Openness to learning how creative thinking drives marketing campaigns and community engagement.

Physical Requirements

Must be able to remain in a stationary position much of the workday and occasionally move about office setting to access office equipment. Positioning self to maintain files, the ability to move items across the office, the ability to observe details at close range and communicate information with others are necessary to the position. Must be able to move about outside of the office setting and some exposure to outside elements. Ability to move and carry promotional items, marketing materials and booths for marketing and other company events. A valid ND drivers license is required as well as the ability to back up motor vehicles, hook up trailers (golf cart, grill, etc.) and operate vehicle with trailer attached. Driving in parades also likely.

Working Conditions

Good working conditions with the absence of disagreeable conditions. The working environment is generally favorable. Lighting and temperature are adequate and there are no hazardous or unpleasant conditions caused by noise, dust, etc. Job involves sitting, walking and standing. **Note:** The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

*The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.