Quality Connections/ QCoffice Marketing Intern Position

Nature of work: To promote Quality Connections Inc. and QCoffice through social media, events, email, and fundraising.

Typical Duties: (Illustrative Only)
- Maintain Facebook and twitter page.
- Write blogs about office supplies.
- Create flyers
- Plan and organize events.
- Direct sales team on promotions.
- Direct staff on events.
- Assist in creating marketing plan for 2013.
- Work with manufacturing and warehouse on promoting products.
- Keep updated customer email list in database.
- Working with individuals with disabilities
- Attend Chamber functions with sales team.
- Update Quality Connections/ QCoffice’s websites.

Knowledge, Skills, and Abilities:

Working knowledge of:
- Facebook, twitter, and blogs.
- Graphic design, photo shop or other art programs.
- Constant contact.

Skill in:
- Organizing fundraisers.
- Creating events on Facebook.
- Maintaining Facebook and twitter page.
- Person to person skills.
- Website design.

Ability to:
- Make flyers for special events.
- Increase awareness of company to public.
- Follow written and verbal instructions.
- Communicate effectively verbally and in writing.
- Delegate duties to other individuals.
- Establish and maintain positive relationships with coworkers and employees.
- Make a marketing plan for one calendar year.

Minimum qualifications: Must have a valid driver’s license and clean driving record for the past three years. Have some marketing experience and the ability to go to local businesses to promote Quality Connections/ QCoffice. Some computer and website experience. Must be self motivated and willing to talk with public.

Quality Connections Inc. is a local non profit company that provides jobs and opportunities for individuals with disabilities, sells office supplies, remanufactures toner cartridges, recycles empty ink and toner cartridges, and recycles e waste.