



Assistant Brand Manager Summer Internship

Position Description.

Geile/Leon is seeking an Assistant Brand Manager intern to join their team for the summer. If you're enthusiastic, fun, energetic and love to work in a team-oriented, high energy, client-focused environment, this might be for you.

Report to: Senior Brand Manager (s)

Intern candidate Requirements:

- Must be a college junior going into their senior year or graduating senior
- Must be pursuing a communications or marketing related degree
- Excellent communication and organizational skills
- Be a self-starter and deliver more than what is expected
- Internship starts June 1 (or around that date) and ends mid-August
- 4 days/week (30 hours) at \$12.50/hour

Corporate Overview:

Yes, it's pronounced Guyel-Leeon. But, we aren't French. We're Midwestern. We're a lean pack of professionals. We aren't about talk. We're all about results. And how do you get results? By working hard to make sure everything we do, and you do means something. Every project, every interaction, every relationship – heck, even every handshake has to mean something around here. We're a close-knit agency that resembles a family more than business. We like to do great work and have fun doing it. And our clients feed off that energy – and appreciate it, too!

Job Responsibilities

- Gather and assemble background information and research as needed in development of reports, plans and strategies
- Provide daily assistance to Brand Managers for designated accounts that they handle
- Plan and follow-through on all assignments
- Assist with writing of agendas, conference reports, status reports, proposals, correspondence, and other materials relating to account management
- Proofreading copy and final production files
- Leverage digital and social media skillset and help produce content in a pinch
- Can manage multiple projects at once

To apply, please send resume *BY MARCH 25* to Theresa Cooper at theresa@geileon.com