

POSITION: Marketing Intern (Paid)

Dome Construction, a successful San Francisco based General Contractor is seeking a Marketing Intern for their busy San Francisco office. The successful candidate will be dynamic, organized, detail-oriented, possess the ability to prioritize projects and multitask. The successful candidate will be proficient in Microsoft Office , including Word, Excel and Visio and have preferred but not required to have experience with Adobe Suite (ie: Photoshop, Illustrator and In-Design) as well as DreamWeaver / HTML, database programs, and other online marketing experience.

Responsibilities | Primary:

- Database: Updating, maintenance and archiving of databases including ACT contact database, FileMaker project data base and project photo data base.
- Assist with Social Media efforts and Blog postings
- Ability to research, compose, and proof materials
- General filing & archiving, assure current stock of all marketing, PR and sales materials

Responsibilities | Secondary:

- Innovative, self-starters, independent, highly creative with good follow-up skills, energetic, and organized
- Assist in the preparation of written responses to SOQ/RFP/RFQs
- Assist in the development and implementation of marketing materials to include copy and layouts of advertisements, special announcements, catalogues, brochures and internal newsletters.
- Exhibit superb people skills; exercises good judgment, diplomacy and tact

Requirements and Qualifications:

- 0-2 years experience in fast paced, deadline driven office environment.
- Experience with database organization and maintenance.
- Proficient in Microsoft Office , including Word, PowerPoint, MS Project, Excel and Visio
- Experience with Imaging Software and Adobe Suite (Photoshop, Illustrator & In-Design), Dreamweaver, HTML, and other online marketing experience
- Strong writing, editorial and proofreading skills.
- Extremely organized and detail oriented with the ability to work both independently and in a team environment
- Excellent communication and interpersonal skills
- Strong attention to detail while meeting deadlines within a tight time frame.

Submit your resume via email to: Jfanganello@domeconst.com

Please put **MARKETING INTERN** in the subject line.