

Marketing associate Internship

In order to apply, we require candidates submit both a resume that includes relevant information and a cover letter specifically addressed to the needs of our company.

We are a boutique company in international education with a big mission: we make a US education accessible and affordable for international students (cogitoworldeducation.org) and lead educational trips around the world (colibriboston.org). Please check both websites to get a better idea of the company.

Based in Cambridge, we have several satellite offices and partners in over 50 countries, and in the US, work with more than 100 high schools and 300 colleges and universities. Cogito World Education helps international students find the schools here that fit best, negotiates scholarships, helps prepare and submit applications, and assists students with all aspect of their studies in the US.

Colibri Boston has recently organized several Faculty-led trips

We are looking for international or American students interested in paid internship position or recent grads interested in a full time position. This position is open to OPT students (CEO was an international student).

Requirements

- Strong work ethic, impeccable honesty and trustworthiness, desire to learn **(for us those are not just empty words: you love taking classes on self-learning platforms and get excited with opportunity to attend workshops and conferences).**
- Solid organizational skills, attention to detail - to the point where others notice those
- Fluency in English, excellent writing skills and telephone and email demeanor
- Proficiency with Microsoft Office (Word, Excel, PowerPoint), experience with maintaining social media pages, strong familiarity with Mail Chimp or other mail management platforms.
- STRONG familiarity with WordPress, HubSpot, Facebook, Instagram,
- Knowledge of video editing software
- Knowledge **of Adobe suite (In design) or other graphic design programs**

Responsibilities



210 Broadway Ave #201
Cambridge, MA 02139 USA
info@colibriboston.org

- Creating social media campaigns, writing blog posts, managing multilevel marketing campaigns
- Creating databases of potential clients for trips and programs
- Assistance with organizing student camps and programs
- Managing social media and marketing campaigns

Why you will love working with us

- Fun and gratifying to help young people from across the world advance in life
- Boutique company work environment, great open office with free snacks, coffee, events
- Fast growing; your role is limited only by your creativity, enthusiasm, and readiness to take on responsibility
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In order to apply please send your resume and cover letter to:

Contact@colibriboston.org

We understand that as a student you may not have much work experience and that is not very important for us but we want to learn about your skills so please address below questions:

How familiar you are with:

- **Adobe InDesign**
- Excel
- Hub Spot
- Social Media Marketing (Facebook, Instagram)
- YouTube
- WordPress
- Mail Chimp or other email software
- Blogging

Internship is **unpaid** for the credit hours but than can be continued as a **paid position** or **OPT**.