



DataCenter.BZ Marketing Programs Intern

DataCenter.BZ provides enterprise level data center and telecom solutions, including colocation, virtualization and cloud resources, and disaster recovery solutions. DataCenter.BZ's customer base comprises a variety of regional, national and international customers, including major telecommunications network carriers, government entities, healthcare systems and numerous Fortune 1000 companies. It was recently named the second fastest growing company in Columbus by Columbus Business First, and completed a 34,000 square foot expansion in September of 2011.

We are looking for a marketing intern to help with the creation and implementation of marketing programs with our fast growing company. Expected outcomes for this internship are to gain experience in traditional and new marketing programs, as well as work in the event planning process. You will learn how to work in a fast paced business environment and how to use social media and networking to achieve personal and company goals.

Time commitment: 20-40 hours per week (depending on requirements for course credit)

Reports to: Director of Marketing

Key responsibilities include:

- Assisting with all aspects of existing marketing programs and supports sales initiatives
- Working in all aspects of the event planning process, including prospecting
- Market research and analysis
- Maintenance of firms marketing data base and CRM
- Updating website content, blogs and newsletter creation
- Must demonstrate understanding of how social media is to be used for business purposes
- Flexibility to work as needed in other facets of the company

Qualifications:

- Excellent written and verbal skills
- Ability to proofread and edit a plus
- Self-motivated, able to handle multiple tasks at once
- Understands the confidential nature of our type of business
- Proficient in Microsoft office programs, especially Word, Excel and Power Point
- Experience with Photoshop and Wordpress a plus

This is an unpaid internship. We will work with you to ensure course credit for the completion on the program. Ideal candidate will be able to work at least 20 hours per week (during normal work hours), ability to work evening events, as needed, a plus. Intern will need to understand and sign a confidentiality agreement.. Interested candidates can send their resume to Rachel Miller, Director of Marketing, at rmiller@datacenter.bz.