

The P&D Enterprise Corporation  
2022-2023 INTERN DESCRIPTIONS

## **Content Creator**

### **The ideal intern for the Content Creator position will:**

1. Be familiar with high audience-driven social media platforms (eg. Instagram, Facebook, TikTok, Snapchat, etc.)
2. Be highly organized and possess a high level of attention to detail
3. Be familiar with the Canva platform
4. Be comfortable working independently to complete a task
5. Have a passion for content creation and storytelling
6. Possess strong photography, videography and editing skills
7. Be passionate, collaborative, and eager to learn
8. Represent PandD Enterprise Corporation and its mission in a professional and classy manner

### **Preferred, but not mandatory qualification(s):**

Studying Marketing and/or Communications

### **Responsibilities:**

You will...

1. Create content to push awareness of PandD Enterprise Corporation on social media platforms to include email
2. Conceptualize, develop, and create scroll stopping content that delivers the mission of PandD Enterprise.
3. Develop create collaborative ideas to build relationships with other content creators to on behalf of PandD Enterprise.
4. Create content on a weekly basis for ongoing visual and video content production
5. Work cohesively with the Digital Media Marketer and Cultural Analyst to set target goals for successful advertisement.

### **PRIMARY RESPONSIBILITIES**

- a. Creating content for websites, e-mails and social media accounts.
- b. Creating videos, blog pieces, social media posts, tweets, and mailing content.

## **Digital Media Marketer**

### **The ideal intern for the Digital Media Marketer position will:**

1. Be familiar with high audience-driven social media platforms (eg. Instagram, Facebook, TikTok, Snapchat, etc.)
2. Be highly organized and possess a high level of attention to detail
3. Be familiar with the Canva platform and video editing software
4. Be comfortable working independently to complete a task
5. Have a passion for marketing and storytelling
6. Possess strong photography, videography and editing skills
7. Be passionate, collaborative, and eager to learn
8. Represent PandD Enterprise Corporation and its mission in a professional and classy manner

### **Preferred, but not mandatory qualification(s):**

Studying Marketing and/or Communications

### **Responsibilities:**

You will...

1. Create digital content to push awareness of PandD Enterprise Corporation on social media platforms, to include commercial creation
2. Manage PandD Enterprise's social media presence to bring awareness and likeness to the brand
3. Engage current clientele to encourage buying behavior
4. Create content on a weekly basis for ongoing visual and video content production
5. Work cohesively with the Content Creator and Cultural Analyst to set target goals for successful advertisement.

### **PRIMARY RESPONSIBILITIES**

- a. Responsible for creating and managing the advertisement/marketing on social media and other internet outlets.
- b. Will provide recommendations for placements (time, location etc.).

## **Cultural Analyst**

### **The ideal candidate for the Cultural Analyst position will:**

1. Be highly organized and possess a high level of attention to detail
2. Be familiar with standard Microsoft applications (Word, Excel, etc.)
3. Be comfortable working independently to complete a task
4. Have a passion for investigative work, research, and analyzing
5. Be familiar with basic research practices
6. Be passionate, collaborative, and eager to learn
7. Represent PandD Enterprise Corporation and its mission in a professional and classy manner

### **Preferred, but not mandatory qualification(s):**

N/A

### **Responsibilities:**

You will...

1. Organize and write grants as they pertain to the mission of PandD
2. Identify audience behaviors that influence buying behaviors
3. Conduct research and an analysis on competitor brands
4. Conduct customer analysis reports to support lead nurturing campaigns
5. Develop organized and detailed reports to include data charts and projections
6. Work cohesively with the Novice Grant Scholar to set target goals for successful grant submissions.

### **PRIMARY RESPONSIBILITIES**

- a. Responsible for researching target audience(s).
- b. Will create citable data charts, projections, and detailed reports.

## **Novice Grant Writer**

### **The ideal intern for the Novice Grant Writer position will:**

1. Be highly organized and possess a high level of attention to detail
2. Be familiar with standard Microsoft applications (Word, Excel, etc.)
3. Be comfortable working independently to complete a task
4. Have a passion for research, reading (and comprehension)
5. Possess strong writing skills that are accurate and clear in communication
6. Have strong interpersonal and social skills and dependable
  
7. Be passionate, collaborative, and eager to learn
8. Represent PandD Enterprise Corporation and its mission in a professional and classy manner

### **Preferred, but not mandatory qualification(s):**

Grant writing skills

### **Responsibilities:**

You will...

1. Organize and write grants as they pertain to the mission of PandD Enterprise
2. Track applications and statuses in grant portals
3. Ensure standard grant templates are up to date and efficient
4. Assist in building and maintaining strong relationships with foundations, organizations, and individual supporters
5. Work cohesively with the Novice Grant Scholar to set target goals for successful grant submissions.

### **PRIMARY RESPONSIBILITIES**

- a. Responsible for timely submission of identified grants.
- b. Will create grant templates efficient for future use.

## **Novice Grant Scholar**

### **The ideal intern for the Novice Grant Scholar position will:**

1. Be highly organized and possess a high level of attention to detail
2. Be familiar with standard Microsoft applications (Word, Excel, etc.)
3. Be comfortable working independently to complete a task
4. Have a passion for research, reading (and comprehension)
5. Possess strong writing skills that are accurate and clear in communication
6. Have strong interpersonal and social skills and dependable
  
7. Be passionate, collaborative, and eager to learn
8. Represent PandD Enterprise Corporation and its mission in a professional and classy manner

### **Preferred, but not mandatory qualification(s):**

Grant research and/or research skills

### **Responsibilities:**

You will...

1. Research and identify grants as they pertain to the mission of PandD Enterprise
2. Create detailed grant summaries for application processes
3. Ensure standard grant templates can be filled in with details from the grant summaries
4. Assist in building and maintaining strong relationships with foundations, organizations, and individual supporters
5. Work cohesively with the Novice Grant Writer to set target goals for successful grant submissions.

### **PRIMARY RESPONSIBILITIES**

- a. Responsible for grant identification and research.
- b. Will create grant draft and summaries.

## **Sales Ambassador**

### **The ideal intern for the Novice Grant Writer position will:**

1. Be highly organized and possess a high level of attention to detail
2. Possess strong leadership qualities
3. Be comfortable working independently to complete a task
4. Have a passion marketing and sales
5. Be creative and ha a passion for team building
6. Have basic Microsoft skill (Word, Excel, etc.)
7. Have strong interpersonal and social skills and dependable
  
8. Be passionate, collaborative, and eager to learn
9. Represent PandD Enterprise Corporation and its mission in a professional and classy manner

### **Preferred, but not mandatory qualification(s):**

A strong social media presence and/or a member of at least one University organization

### **Responsibilities:**

You will...

1. Utilize social media platforms to drive customer behaviors to purchasing
2. Nurture current client list to support buying behaviors
3. Learn supervision skills by learning to build a sales team
4. Assist in building and maintaining strong current PandD Enterprise customers and new leads
5. Work cohesively with the with the PandD Enterprise recruiter to set target goals for successful grant submissions.

### **PRIMARY RESPONSIBILITIES**

- a. Drive sales behaviors for current and new customers
- b. Develop a small team and learn supervision and Human Resources skills

This position is for research purposes to understand the duties and responsibilities of future PandD Enterprise sales representatives; However, the Sales Ambassador will receive a stipend from sales that are a direct result of tasks completed.