



March 10, 2017

**RE:** Social Media / Graphic Design / Marketing Intern Job Posting

**FOR:** Celebelle, a boutique creative services and administrative support firm in Nashville, TN is seeking a talented, organized, and detail-oriented graphic designer and/or content media marketing student for a half-time internship position. Celebelle is a woman-owned small business handling the creative and administrative needs of multiple clients in a variety of industries. Take-aways from this internship will include insight into entrepreneurship and running your own business, client management and job estimation, the life cycle of one-off client projects versus ongoing retainer client needs, organizational best practices techniques, networking and customer relationship building, and hands-on work with client projects.

**WHEN:** Starting March 20, 2017 | 10-15 hours per week | Flexible Schedule

**SALARY:** \$10/hour for non-credit internships. Credited internships TBD.

**LOCATION:** Green Hills and Donelson area and/or remote-in

**RESPONSIBILITIES WILL INCLUDE:**

- Assist with social media campaigns, graphic design, and copywriting for clients and firm including scheduling and posting
- Assist with graphic design or web design
- Research, summarize, and bookmark content topics for clients and firm
- Catalog and organize stock images
- Assist owners with internal firm business needs including, but not limited to: data entry, website updates, billing, estimating, research, and filing
- Special Project: Create and execute a marketing plan for two existing products
- Other duties as needed

**REQUIREMENTS:**

- Excellent verbal and written communications skills
- Advanced Microsoft Office Suite (Word, Excel, and Powerpoint) user
- Advanced Adobe Creative Cloud (Photoshop, Illustrator, Acrobat, and InDesign) user
- Familiarity with e-mail marketing tools such as MyEmma, Constant Contact, MeetEdgar, et al
- Frequent user of social media including, but not limited to: Facebook, LinkedIn, Twitter, Pinterest, Instagram, et al
- Working knowledge of Quickbooks and/or bookkeeping and possess a high degree of attention to detail
- Working knowledge of Drag/Drop WSIWYG editors
- Self-motivated with strong time management skills to successfully work on multiple projects

Qualified candidates please email their portfolios and resumes with cover letter to Celeste Shepherd at: [Celebelle@gmail.com](mailto:Celebelle@gmail.com).

Thank you and we look forward to hearing from you!

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[www.celebelle.com](http://www.celebelle.com)

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