

Position Title: Marketing Communications Intern
January – May 2018 or May – December 2018

Department: Marketing
Reports to: Marketing Communications Manager
Hours: 15-20 hours per week, flexible around class schedule

About GVL

GlobalVetLINK was built on a vision to replace an antiquated paper-based animal health regulatory process with an official digital animal health regulatory software system; one that would be accessible via the Internet in real-time. Since 2001, GVL has been providing on-line applications to enable practitioners, state authorities, diagnostic laboratories and other health officials to build, access, and monitor animal movement records with ease and efficiency.

Job Summary

GlobalVetLINK is seeking a motivated and ambitious intern interested in collaborating closely with our Marketing team. The Marketing Communications Intern will utilize his or her attention to detail, strong communication skills, and problem-solving abilities to contribute to the success of our marketing efforts.

Key Responsibilities

- Coordinate logistics for marketing events and activities including but not limited to focus groups, special meetings, and tradeshows;
- Provide proof reading for all marketing materials and communication;
- Assist in advertising and promotional communications projects, including print, electronic, special events, point of purchase, and direct mail, to fulfill those aspects of the marketing plan;
- Assist with public relations activities
- Coordinate and scrub data for customer and prospect list for purposed of direct mail and email;
- Update and maintain media contacts and distribution list information to allow for effective public relations communication;
- Perform regular research for marketing communications efforts and market evaluation.

Qualifications

- Active pursuit of a BS in Agricultural or Animal Health related field of study
- Ability to work a minimum of 15 hours per week during the school year
- Excellent written and verbal communication skills
- Experience with G-mail and G-suite
- Professional attitude and willingness to work as part of a team
- Ability to multi-task and work well under pressure

GlobalVetLINK's vision is to be the world's most trusted, secured, and independent repository of animal health data. GVL believes that all employees contribute to the good of the company. In reflection of this, GVL's company core values encourage each employee to be Accountable, Spirited, Inspired, Dedicated, and Respectful.

To apply send your cover letter and resume to careers@globalvetlink.com.