



adelphi
metropolitan washington

Job Bank Form

Grafik Marketing Communications

Business Development Intern

Position Location

Alexandria, VA

Position Type

Internship

Position Reports to

Teddi Segal, VP of Business Development

Position Description

Assist VP of Business Development in identifying potential prospects, research, database management and writing projects • Drafting pitch briefs, press releases, newsletters, website updates, case histories • Provide event support and media support

Qualifications

• Ability to work independently on a project or in a team setting • Strong verbal and written communication skills • Highly organized in juggling multiple projects simultaneously while on a deadline • Hard-working and detail-oriented work ethic

Other

Pluses • Knowledge of online search programs and database systems • Research abilities • Undergraduate major in related area • Ability to make cold calls and schedule appointments • AMA membership

How to Apply

Submission Details: Please submit a cover letter, resume, & writing samples to Teddi Segal via email to Teddi@grafik.com before Friday, February 19, 2010.