



PSI 2024 Intern Program

JOB TITLE

Digital Marketing Intern

DEPARTMENT/PROJECT

Marketing

DESIRED FIELD OF STUDY

Marketing, Communications

JOB LOCATION

Virtual

EMPLOYMENT TYPE

Full Time

JOB DESCRIPTION

The PSI Marketing Department is currently seeking a Digital Marketing Intern to join our team and contribute to our marketing efforts. Your primary role will involve supporting our social media marketing initiatives, while also participating in various other marketing activities. Working closely with our Marketing Team, you'll play a key role in implementing strategies aimed at enhancing brand visibility, engagement, and conversion across digital platforms, leveraging analytical data for optimization.

This internship provides a hands-on learning experience, offering you exposure to a wide array of digital marketing practices while actively contributing to the success of our marketing campaigns. Your responsibilities will include daily posting on PSI's Enterprise social media channels, providing weekly reports on social media analytics, assisting with content creation and campaign management, and supporting newsletter content development.

Moreover, you'll have the opportunity to immerse yourself in a professional corporate setting, gaining valuable insights into the workings of a marketing department. To track your progress and contributions, you'll maintain a running Intern portfolio. Additionally, if local, you may assist on film/recording sets, adding further diversity to your internship experience.

JOB WILL INCLUDE HANDS ON EXPERIENCE WITH:

Microsoft 365, Google Analytics, Figma, Canva, Asana, Social media platforms (Facebook | LinkedIn | X)

MINIMUM REQUIREMENTS

- Enrolled in a college undergraduate program. Majors such as Business Administration, Finance, Information Technology, Computer Science, Marketing and Communications are preferred.
- Strong academic record, excellent communication skills, and proficiency in Microsoft Office suite.
- Prior experience or coursework in government contracting is a plus, but not required.

COMPANY BENEFITS

PSI offers full-time, benefits eligible employees a competitive total compensation package that includes paid leave, and options for employer sponsored group medical, dental, vision, short-term and long-term disability, life insurance, AD&D coverage, legal services, identity theft, and accident insurance. Flexible spending account and health saving account options offer pre-tax savings for qualified medical, dental, and vision expenses. The company sponsored 401(k) retirement plan has an employer contribution match that is immediately vested. We invest in the professional growth of our employees through professional courses, certifications, and tuition reimbursement programs.

EEO COMMITMENT

It is company policy to promote equal employment opportunities. All personnel decisions, including, but not limited to, recruiting, hiring, training, promotion, compensation, benefits, and termination, are made without regard to race, color, religion, age, sex, sexual orientation, pregnancy, gender identity, genetic information, national origin, citizenship status, veteran status, protected veteran status, disability, or any other characteristic protected by applicable federal, state, or local law.

Reasonable accommodations for applicants and employees with disabilities will be provided. If a reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Human Resources by emailing HRDepartment@plan-sys.com, or by dialing 703-575-8400.