

Community Bank and Trust Company Job Description

TITLE: Marketing Intern

REPORTS TO: AVP Administration/Security Coordinator

DEPARTMENT: Administration

LOCATION: Downtown Waterloo

Job Summary:

Responsibilities include, but are not limited to, assist in marketing and advertising promotional activities (social media, direct mail pieces, web, email), develop marketing collateral, event planning (CBT various client events). Emphasis on digital marketing desired. Work in conjunction with CBT's Director of Marketing and other CBT staff.

Qualifications:

1. Good Written and oral communication skills
2. Graphic design experience, preferred (Illustrator, InDesign)
3. Computer skills (Word, Excel and Publisher)
4. Maybe required to work after-hour events
5. Self-motivated and a team player
6. Strong attention to detail