

February 18, 2020

**PART TIME POSITION IN MARKETING DEPARTMENT
AT CHISHOLM ARCHITECTS, INC.**

In this particular position the intern will have experience in some or all of the following:

A- AREAS OF INVOLVEMENT

Architecture, marketing, mass communication, business, advertising, graphics, graphic design, copy writing, computation.

B- AREAS OF DIRECT WORK- RELATED TASKS

1. ARCHITECTURE/ENGINEERING/PROPOSALS:

- a) Proposal and team qualifications
- b) Data gathering from different disciplines

2. WEBSITE:

- Website Design and Evaluation. Analysis / effectiveness
- Message communicative effectiveness
- Graphic Communication Projects

**3. MARKETING/ ADVERTISING/ PUBLIC RELATIONS/ MASS COMMUNICATION/
SOCIAL MEDIA:**

- Instagram, Email Group Mail-out, Target Groups, Research.

4. GRAPHIC DESIGN:

- Graphic support:
 - Proposals
 - Photos/Adobe
 - Report Covers
 - Graphic Design
 - Interior Exhibits Graphics

5. COPY WRITING:

- Writing copy for proposals, media releases. Target-specific resumes, others.

6. COMPUTER PROGRAMS:

- Proficiency in:
Word, Excel, Microsoft office, Power Point, Adobe, Acrobat.

7. PART-TIME:

- a) Preferably after 1:00pm to 6:00pm
- b) Others- Morning 8:15am to 12:15pm

APPLY ON HANDSHAKE!