



AT&T Byron Nelson Marketing Intern

Supervisor: Director of Marketing

Type of Employment: Full-Time, None-Exempt

Internship Duration: Now through end of June 8th 2022.

Founded in 1920, the [Salesmanship Club of Dallas](#) is a nonprofit service organization of more than 600 business leaders dedicated to building and repairing social emotional health for children through the programs of [Momentous Institute](#). The Salesmanship Club of Dallas has hosted the [AT&T Byron Nelson golf tournament for 50 years](#). The tournament has raised \$167 million for Momentous Institute since 1968. Each year, Momentous Institute directly serves 5,500 children and family members through its nationally acclaimed Momentous School, innovative therapeutic services, and research and training. With an emphasis on innovation, collaboration and training, Salesmanship Club offers a truly dynamic work environment.

Job/Role Description:

The Marketing Intern is responsible for supporting the daily operations of the Salesmanship Club of Dallas and the AT&T Byron Nelson through project tracking, communications & digital marketing avenues. This position will work closely with the Director of Marketing in brainstorming.

Specific Projects and Responsibilities:

The job responsibilities for this position will include, but are not limited to:

- Assist with all marketing & communications projects, as needed
- Assist with tracking of all marketing projects
- Assist with content & design layout of digital marketing needs
- Help with social media content and execution
- Inventory tracking
- Assist with variety of outside projects as requested

Requirements and Qualifications:

This position requires the following personal and professional qualities/capabilities:

- A Bachelor's degree or higher in marketing, communications, or relevant field.
- Knowledge in project management and marketing
Excellent client service/interpersonal skills, including ability to communicate clearly in person and in writing
- Flexibility to deal with unanticipated projects that have tight turnaround times
- Demonstrated commitment to working as part of a team including the ability to develop collaborative relationships with a wide variety of stakeholders, both in-house and external agencies.
- Willingness to listen to feedback from others and find the best ways to incorporate diverse and sometimes conflicting input

Desired personal qualities: integrity, initiative, energy, enthusiasm, flexibility, ability to receive feedback, and a sense of humor.

Interested:

Applications are currently being accepted and the position will remain open until filled. Candidates from diverse backgrounds are encouraged to apply. Please send letter of interest and resume to:

Courtney Monroe,
Director of Marketing
cmonroe@salesmanshipclub.org

COVID-19 vaccine is required for all employees as of September 1, 2021. (Momentous Institute is an equal opportunity employer and reasonable accommodations will be considered for valid medical or religious exemptions.)

Momentous Institute maintains a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute hires, trains, and promotes all qualified employees without discrimination on the basis of race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry