

Marketing Intern

POSITION INFORMATION

Employer	[REDACTED]
Division	N/A
Posting Expiration Date	February 17, 2026
Position Type	Internship
Job Function	Entrepreneurship, Retail, Sales
Compensation	\$20.00 - \$20.00 per hour
Position Title	Marketing Intern
Set Salary Amount	0
Hourly Rate	0.00
Tipped Rate	0.00
Monetary Stipend Amount	0
Location	Saint Paul, Minnesota United States
How many candidates do you expect to hire for this position?	0

Description

Overview

[REDACTED] has a rewarding and challenging opportunity for a Marketing Intern to support their Marketing team in Twin Cities, MN area! The ideal candidate will be proactive, detail-oriented, and possess strong organizational skills, while also demonstrating the ability to work effectively in a fast-paced environment.



This Marketing Internship opportunity for the summer 2026 is an office-based role in our Twin Cities office at 767 Eustis Street, Suite 100, Saint Paul, MN 55114.

Responsibilities

- Review and distribute project opportunities/advertisements (RFQs) to marketing leadership

- Maintain general marketing inbox
- Prepare expense reports and book travel

- Responsible for day-to-day production of proposals, leave-behinds, reports, etc.

- Support conference and event planning efforts

- Assist project managers and Marketing Coordinators on a variety of assignments, including gathering resume information and project experience, assisting with complex forms, and gathering/compiling additional materials necessary for marketing proposals

- Help with a wide range of research tasks to assist marketing managers/leaders with various efforts

- Update and maintain project, employee, and client data in Vision (marketing database)

- Print and bind large, technical documents

- Coordinate and arrange meals for special events, rehearsal meetings, presentations, projects, and department luncheons

- Assist in gathering information from sub-consultants and perform some sub-consultant coordination duties as directed by the Marketing Coordinator

- Coordinate conference rooms/meetings/staff calendars
- Coordinate and arrange FedEx and courier delivery services
- Track and report recently won projects
- Additional duties as assigned

Qualifications

- In progress of obtaining a Bachelor's degree in Communications, Journalism, Marketing, Public Relations, English, or a similar field within the next 12-24 months

- Proficiency in Microsoft Office Suite, including Word, Outlook, Excel, and PowerPoint

- Detail-oriented
- Strong organizational skills and multi-tasking abilities

- Ability to work under tight deadlines and handle multiple assignments concurrently

- Positive attitude/support mentality

- Team player

Intern Hourly Rate:

\$20.00/hr

Why [REDACTED]?

At [REDACTED] we do things differently. People, clients and employees, are at the forefront of who we are. Clients know we prioritize achieving their goals and growing their success. Employees know our culture and approach to business are built on a desire to provide an environment for everyone to flourish. Our commitment to quality is only as good as the people behind it- that's why we welcome and develop passionate, hardworking, and proactive employees. We take pride in how our employee retention, robust benefits package, and company values have led to [REDACTED] placement on the Fortune "100 Best Companies to Work" list for 18 years!

Share this job with a friend [REDACTED]

Share on social media

Applications are being accepted on an ongoing basis; however, this job posting may close at any time after a minimum of 3 days of being posted.

Please [CLICK HERE](#) [REDACTED] to learn more about the potential Benefits you may be eligible to receive with this role.

If you require an accommodation, please [CLICK HERE](#). [REDACTED]

Applicants must be legally authorized to work for [REDACTED] in the U.S. without employer sponsorship. We do not typically sponsor H1-B or any other work visa petitions.

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

Posted Date 11 hours ago (1/23/2026 1:27 PM)

ID 2026-22075

Education High School Diploma/GED

Discipline/Focus Marketing

**Minimum Academic
Credit Hours Completed**

0

Resume Receipt Method

other

How to Apply

<https://de.jobsyn.org/c7e086fa57be44af89f0118c426056345082>

Remote/On-Site

On-site

▼ **IMPORTANT DATES**

Posted On:

Jan 27, 2026