

Job Title: Marketing Intern
Reports To: Marketing Manager
Status: Non - Exempt

Date: February 2026

Position Summary: Provides support to the marketing department in assisting with special projects and performing a variety of routine departmental functions. Works both independently and with others to help implement the marketing and public relations initiatives of CCU. Performs all duties in compliance with CCU policies and procedures.

Principal Duties and Responsibilities:

- Assists with planning and working at various CCU events, which may include but are not limited to: financial literacy educational events, community events, Credit Union Day, Annual Meeting, and other open houses and special CCU events.
- Captures photo and/or video footage at various CCU and community events as needed.
- Assists with posting content to the CCU website, intranet site, and social media.
- Assists with creating and editing of promotional video content, including but not limited to: Tiger Credit Union videos, financial literacy videos, testimonials and events.
- Assists with production and distribution of member announcements of new or updated products and services, promotions, press releases, and other communications.
- Assists with the preparation, creation, updating, and placing of print media and promotional items (i.e. newsletter, newspaper ads, radio ads, message center, social media, brochures, logo design products).
- Assists with inventory and ordering of credit union promotional items and office supplies.
- Performs a variety of administrative tasks for marketing department; including but not limited to: scanning, making copies, filing, sending letters, etc.
- Assists with various monthly reports.
- Assists the marketing department and other CCU departments with other special projects as needed.
- Any other duties as assigned.

Additional Duties and Responsibilities:

- Commits to CCU's mission, vision, and core values and model of Service Excellence. Lives and displays these values in all aspects of work and personal life.
- Participates in training sessions and online courses as needed.
- Participates in regularly scheduled departmental meetings and coaching sessions.
- Gets involved in professional and/or community activities to make a contribution to local community/profession and to be visible in the community.
- Represents the department on committees that may be formed and/or at various CCU events.
- Other job-related duties may be necessary to carry out the responsibilities of this position.

Performance Expectations:

- Demonstrates accuracy and thoroughness and promotes this attribute to all employees.
- Effectively communicates ideas, thoughts, and concepts verbally and in written or graphic form.
- Performs all duties in compliance with CCU policies and procedures.
- Complies with Bank Secrecy Act requirements; maintain the integrity of our confidentiality policy at all times.
- Maintains a positive, professional appearance and attitude with members and co-workers.

- Develops and maintains positive working relationships with other employees; promotes teamwork concept.
- Maintains a neat workspace
- Is punctual and reliable.
- Asks for help when necessary.

Knowledge, Skills, and Abilities:

- Ability to operate general office equipment.
- Self-sufficient and able to work independently on projects.
- Outstanding verbal and written communication skills.
- Creative with writing and design; able to create attractive and effective promotional and educational materials and presentations.
- Proficient with Microsoft Suite, Adobe Software, and other computer software programs.
- High School diploma or GED
- Pursuing an Associate's or Bachelor's degree in a relevant field

Work Relationships and Scope: Reports directly to the Marketing Manager. Occasionally works with all other staff of CCU.

Working Conditions: Work is performed largely in a pleasant office environment with minimal chance for personal injury and moderate noise level. There may be occasions when the work environment is stressful. Work hours will normally be from Monday through Friday and may change depending on our needs or due to special projects, deadlines and other concerns. Physical requirements include the ability to sit for extended periods of time. Some walking, bending, stooping, and lifting of light materials is required. Frequent mental and visual concentration required for computer usage. Equipment that may be used includes copy machine, calculator, telephone, computer, fax machine, and other office and financial institution equipment. Occasional travel may be required. Reasonable accommodations may be made to enable employees with disabilities to perform the essential functions.

Acknowledgment: This position description describes the general nature and level of work performed by the individual assigned to this position and should not be interpreted as all inclusive. It does not state or imply these are the only duties and responsibilities assigned to the position. The employee may be required to perform other job-related duties. All requirements are subject to change and to possible modification to reasonably accommodate individuals with a disability.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.