



Marketing Intern

Job Title: Marketing Intern

Location: Hybrid

Employment Type: Part-Time (Minimum 20 hours per week)

Compensation: \$20.00 per hour

Benefits: Opportunity to turn into a full-time position with generous PTO, health/dental/vision coverage, and SIMPLE IRA.

About Us:

John Leavy Consulting LLC is a fast-growing operational and technology consulting firm serving financial advisors, RIAs, and investment-management organizations. As a young company entering its next phase of growth, we are seeking a motivated early-career professional who wants hands-on responsibility, meaningful work, and the opportunity to grow with us.

This is an ideal role for someone beginning their career in marketing, digital media, or web content management who thrives in a small-business environment where initiative, creativity, and strong work ethic are rewarded.

Position Overview:

The **Marketing Intern** will support the firm's digital presence by updating website content, managing social media activity, and assisting with branding and outreach initiatives. This role is essential to expanding our visibility, improving client engagement, and supporting the long-term growth of the company.

We are looking for someone who is eager to learn, willing to work hard, and excited by the opportunity to contribute directly to the success and reputation of a young, mission-driven consulting firm.

Key Responsibilities Client-Facing Work:

Digital Presence & Web Management

- Update and maintain the company's website
- Ensure content is current, engaging, and aligned with company branding
- Assist with layout improvements and basic design updates

- Support ongoing enhancements to user experience and site organization

Marketing & Branding

- Assist in developing marketing materials including brochures, presentations, and service descriptions
- Support the execution of marketing campaigns (email, digital, social)
- Help maintain consistent branding across all platforms

Social Media & Online Engagement

- Update and maintain company and personal LinkedIn pages
- Draft engaging posts, articles, and updates to increase visibility
- Monitor engagement metrics and recommend improvements

Content Creation

- Assist in drafting articles, educational pieces, and client-facing materials
- Support proofreading and editing to ensure clarity and professionalism
- Help maintain a content calendar and track deliverables

Collaboration & Support

- Associate or bachelor's degree (completed or in progress) in Marketing, Communications, Web Design, Digital Media, Business, or a related field
- Strong interest in launching a career in marketing and/or digital content
- Basic familiarity with website builders, content management systems, or design tools
- Strong writing, editing, and communication skills
- Ability to work independently and manage multiple tasks in a small-team environment

Qualifications

- Associate or bachelor's degree (completed or in progress) in Marketing, Communications, Web Design, Digital Media, Business, or a related field
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What We Are Looking For

We want someone who is:

- Ambitious and excited to grow with the company
- Willing to work hard and take ownership of projects
- Creative, curious, and eager to learn modern technologies and tools
- Comfortable working in a hybrid onsite/remote environment
- Motivated by the opportunity to make a visible, meaningful impact on a young company's success

This internship offers professional development as the company expands, giving the right candidate the opportunity to build a portfolio, gain hands-on experience, and contribute to meaningful projects.

Benefits

- Flexible hybrid work environment — ideal for students or early-career professionals
- Professional development and mentorship
- Opportunity to take on increasing responsibility as skills grow

How to Apply

Please submit the following to **info@johnleavyconsulting.com**:

- Your resume
- A brief introduction explaining your interest in the role
- Any relevant work samples (writing, social media posts, or design pieces)

Applications are reviewed on a rolling basis.

Equal Opportunity Employer

John Leavy Consulting LLC is an Equal Opportunity Employer. We are committed to creating an inclusive, diverse, and supportive workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, or any other protected characteristic.