



Job title	<i>Marketing & Communications Intern</i>
Reports to	<i>Marketing Manager</i>
Classification	<i>Hourly, Part-Time</i>

Job Purpose

The Marketing Communications Intern position will have hands-on experience in all aspects of marketing and communications.

This individual will use their creativity and communications knowledge to support the growth and development of the LH Hayward, LLC companies' communications, social media, and enhance our overall digital presence on our social platforms.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Support the Marketing & Human Resources team with all things related to public relations, internal and external communications, and social media
- Works both independently and with the Marketing and Human Resource managers on tasks, as assigned
- Work alongside the marketing manager to develop a long-term strategic plan for the three main social media channels (Twitter, Facebook, and Instagram) as well as developing content and videos
- Assist with day-to-day social media management tasks including but not limited to weekly copywriting for social media posts
- brainstorm fun and creative ideas to engage stakeholders
- Assists in strategic planning for special events and marketing campaigns
- Assist and work alongside our digital vendor partners with the pre- and post-production of digital projects including videos and photo shoots
- Assist in maintenance of the Camellia & Gulf Coast websites
- All other tasks as assigned



Performance Standards for L.H. Hayward & Company L.L.C

As a team, LH Hayward players will demonstrate the ideals of these standards as a key and integral role in reaching company-wide goals:

1. Being a key contributor.
2. Willing to enhance the performance of others around who request or expects my help and support.
3. Developing myself into the next leader for our company.
4. Dedicated to meeting the expectations and requirements of both internal/external customers.
5. Is a significant contributor to the zero defects' culture.
6. Continually, meets performance goals successfully.
7. Is able to stay in the mode of learning, constantly improving your knowledge and skill.
8. Is determined to find a better way.
9. Dedicated to becoming the go-to person in your department with knowledge and experience others seek out.
10. Consistently doing what needs to be done, no matter what.
11. Strives to be the one who pushes self and others for exceptional results.
12. Realizes that tasks are not necessarily accomplishment. Uses accomplishment to meet goals.
13. Overcomes conflict and disagreement through skillful conversation and a desire to create a pleasant working environment. Improves skills in this area by practicing.
14. Relentlessly pursues a reduction in excess costs and expenses.
15. Makes your supervisor successful by being their most valuable player, with competence and unyielding pursuit of excellence.
16. Makes your contribution paramount and missed when not at work.
17. Owns the goals of the company as the goals of myself.
18. Rejects complacency within yourself and those around you.
19. Listens to and explores the ideas of others with genuine curiosity.
20. Works to be the best teammate possible.

Competencies

- Customer/Client Focus.
- Excellent written and oral English communication skills.
- Effectively Work with Teams.
- Collaboration Skills.
- Communication Proficiency.



- Flexibility.
- Attention to Detail.
- Assertiveness.
- Independent judgment.
- Advanced Technical Capacity, including extensive computer skills.
- Thoroughness.
- Persistence.

Qualifications

- Working on B.A/B.S or Graduate level work;
- communications degrees preferred
- Excellent critical thinking skills.
- Excellent written and verbal communication.
- Strong problem solving and organizational
- Proficient knowledge of Microsoft Excel, Outlook and Word.
- Excellent written and verbal communication.
- Excellent interpersonal skills. 8
- Effective and timely follow up and follow through.
- Valid LA Driver's License with clean record.

Work Environment

This position will usually be indoors in office environment.

Physical Demands

This position requires the ability to lift up to 50 lbs. and a full range of ambulatory and body movement capability and must be able to sit and walk for extended periods throughout the day. Also, adequate hearing and vision.

Position Type and Expected Hours of Work

This is a part time position, hours to be determined by supervisor.
Business office hours are Monday through Friday, 7:00 a.m. to 4:00 p.m.

Travel

Local travel required.



AAP/EEO Statement

It is the policy of L.H. Hayward & Company to provide equal employment opportunity to all employees and applicants for employment and not to discriminate on any basis prohibited by law, including race, color, sex, age, religion, national origin, disability, marital status, genetics, or veteran status. It is our intent and desire that equal employment opportunities will be provided in employment, recruitment, selection, compensation, benefits, promotion, demotion, reduction in force, termination and all other terms and conditions of employment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

This job description is not an employment contract.

Pay Band Level Requirements

The pay band requirements for this position are as followed:

Position Level 1	<p><i>Meets minimum:</i></p> <ul style="list-style-type: none"> • <i>performance standards</i> • <i>responsibilities</i> • <i>essential functions of the role</i>
Position Level 2	<p><i>In addition to level 1, level 2 includes:</i></p> <ul style="list-style-type: none"> • <i>Taking on more tasks,</i> • <i>expansion and proficiency of the essential functions, company performance standards and competences</i>
Position Level 3	<p><i>In additional to level 1 and 2, level 3 includes:</i></p> <ul style="list-style-type: none"> • <i>Taking on more tasks</i> • <i>The ability to demonstrate a greater mastery of the essential role functions, company performance standards and further expansion of competencies</i>



Acknowledgment

I have reviewed the above job description and believe it to be *accurate* and *complete*, and I can successfully fulfill each duty or task. Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee's Signature _____

Date _____

Supervisor's Signature _____

Date _____