



Richards Energy Group, Inc.
Internship Description
<http://www.richardsenergy.com/reg/>

Job Title: Unpaid Marketing Intern
Reports To: Business Development Manager
Prepared Date: September 3, 2010
Approved By: REG CORE Group
Approved Date: September 7, 2010

Summary:

Uses knowledge, skills, and abilities to strengthen and advance the name recognition and market place share of Richards Energy Group (REG) by performing the following:

Responsibilities:

- Assist with coordination, discovery, adaptation, and incorporation of online interactive programs like LinkedIn and other business-to-business applications
- Evaluation and consideration of potential applications of other online opportunities to enhance company name recognition
- Conduct research related to new media, publishing, and marketing possibilities
- Assist in the day to day office operations and other related events and duties as assigned.
- Actively participate as a member of REG's sales and marketing staff
- Consistently fulfill agreed upon work week commitment

Qualifications:

- College level student majoring in communications, business, marketing, advertising, public relations, or related field
- Good organizational and communication skills with attention to detail and accuracy
- Proficiently engaged in social media and blogging
- Working knowledge of related computer skills dealing with website structure, photo related programs, and social networking protocols
- Flexibility in handling changing priorities and deadlines
- A self-starting disciplined individual with a strong desire to learn and contribute
- Good computer, written, and verbal skills
- A team player that can process and summarize diverse ideas
- Technical knowledge regarding energy cost reduction or energy efficiency a plus

Benefits:

- Excellent experience in vocation of choice
- Valuable legitimate value-added resume building
- Letter of recommendation upon successful completion of internship
- Opportunity to learn the inter-workings of a small, growing family owned business
- Broadening of personal horizons for future benefit

If you are interested in this unpaid internship, please send your cover letter & resume to:

Lew Knepp
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