**MARKETING INTERN**

Marketing Intern of Riddle&Code is an aspiring marketing student/professional at the beginning of his/her career. He/she assists in the management of marketing responsibilities under the supervision of the marketing manager. His / Her duties include market and competitor’s analysis including communication and marketing materials, briefing and execution of graphic designs with guidance of marketing manager, helping event planning, and researching marketing trends on blockchain specifications.

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| **Key responsibilities and duties:**1. **Market & Competitors Analysis**
* Research and evaluate competitors’ digital marketing contents and marketing materials (including digital folders, blogs, website, social media contents.)
* Share his /her findings with marketing team in a regular basis.
1. **Social Media communication**
* Handle the briefing and execution of social media content and social media materials (inc. images, videos) with the guidance of marketing manager.
* Biweekly track and monitor all social media platforms for trending news, ideas, influencers and share his / her findings with marketing team.
* Contribute to the creation of social media content.
* Assist community manager for social media communication.
1. **Event planning**
* Assist community manager to monitor potential events / webinars.
* Help with the concept creation, planning and hosting events.
* Assist communication of the events on social media channels.
1. **Other marketing duties:**
* Work with marketing team on marketing presentations.
* Assist in the creation of written, video, and image content for marketing channels.
* Participate in marketing brainstorming sessions.
* Assist in management of website.
* Assist with daily administrative duties.
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