**MARKETING INTERN**

**"If you’ve ever been curious about blockchain technology,  digital money, NFTs and the marketing in that fields, now is the perfect time to apply for a job at RIDDLE&CODE - The blockchain interface company! "**

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 media analysis, social media communications, briefing and execution of graphic designs, helping event planning, and researching marketing trends on blockchain specifications. This position reports to the Head of Marketing.

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| **Key responsibilities and duties:**  **Media Collaborations**   * Research and evaluate media platforms and journalists according to media plans of RIDDLE&CODE * Find out the contact information of the journalists, do research about their previous contents * Keep RIDDLE&CODE media database up to date * Taking care of bounced and cleaned contacts of RIDDLE&CODE databases * Follow up RIDDLE&CODE media coverage and press release performances * Reach out to media platforms before project launches   **Social Media communication**   * Handle the briefing and execution of social media content and social media materials (inc. images, videos) with the guidance of Marketing Lead * Contribute to the creation of social media content * Assist marketing specialists for social media communication   **Event planning**   * Assist events marketing specialist to monitor potential events / webinars. * Help with the concept creation, planning and hosting events * Assist communication of the events on social media channels   **Other marketing duties:**   * Provides the latest status of her tasks and updates with Head of Marketing in weekly check-in meetings * Work with the 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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