

MARKETING/COMMUNICATIONS INTERNSHIP

G Systems, Inc. seeks a part-time, on-site Marketing/Communications Intern for summer employment. Founded in 1990, G Systems specializes in the design and production of custom test and measurement solutions in the aerospace, defense, and energy industries. As a growing technology company, G Systems provides excellent career growth and advancement opportunities.

ROLE

As our Marketing/Communications Intern, you'll have the opportunity to shadow and learn from the Director of Sales and Marketing as well as key staff members and stakeholders. This internship offers professional development, hands-on experience, and networking opportunities with key staff members and stakeholders including multiple projects and collaborative events. This opportunity has the potential for full-time employment. It would be beneficial for the candidate to have a knowledge of technical fields such as engineering.

RESPONSIBILITIES

- Capture photos and videos on site and at testing; create and maintain a database of assets.
- Be savvy with social media and storytelling for social media and marketing content development
- Create new and optimize existing blogs, whitepapers and case study content on company website.
- Shadow and assist marketing staff with the preparation of materials, including presentations, newsletters, proposals, award submittals, announcements, and reports.
- Conduct research on the competitive landscape and create presentations for marketing staff with key insights, product developments and a POV.
- Assist sales and business development team with audience/list building in database to contact new customer prospects.
- Act as the liaison between the marketing and engineering teams and develop processes for engaging and collaborating on marketing projects
- Organize of all assets and marketing materials/information in a singular determined place
- Coordinate event/tradeshow logistics with check lists, vendor communication, travel arrangements, etc.
- Ad hoc duties as assigned



1240 East Campbell Road, Suite 100 • Richardson, TX 75081 • Ph: (972) 234-6000 • gsystems.com

G Systems, Inc. Recruiting Profile

Job listing reference: MC-20220331

QUALIFICATIONS

- Pursuing degree from a four year university – BA/BS/MS degree in marketing or business - or a degree in a technical field with a minor in marketing
- Strong organizational, writing/composition, and communication skills are essential
- Strong attention to detail
- Ability to problem solve yet ask questions to get the job done.
- Proficiency in Microsoft Office: Word, Excel, Powerpoint
- Familiarity with Google Suite: Docs, Sheets, Slides

Really stand out with:

- Proficiency in Adobe Creative Suite: Photoshop, InDesign, Illustrator
- Interest to grow with the company into an entry level position

WORKING EXPECTATIONS

- We are currently located in Richardson, TX but will be moving to Irving, TX in mid-May so this internship will be on-site at the new Irving location at 7825 Ridgepoint Drive.
- Approximately 20 hours a week for 12 weeks
- Compensation - \$15 to 20/hr depending on experience
- Must be United States person (as defined in 31 CFR § 560.314)

HOW TO APPLY

Apply by filing out this form and uploading your resume: <https://forms.gle/LmefjjA26mixT73EA>

For non-Google users, please email meredith.chase@gsystems.com with subject line: MC-20220331