

Job Title:	Website and Marketing Intern	Job Category:	Marketing
Department/Group:	Sales & Marketing	Position Type:	Full-Time – Temporary Part-Time – Temporary
Location:	Hyde Park and Remote	Travel Required:	No
Hours:	Flexible 8a - 6p	Compensation:	\$15-18/hr - \$10,000 Maximum
HR Contact:	Jessica Sweeney	Date posted:	8/30/2022
Will Train Applicant(s):	On-the-job Training Available	Posting Expires:	10/1/2022

Company Description: Small company focused on research and development of critical fluid technologies, including internal and contract research, process design engineering and manufacture, experimental development and toll processing. CF Tech has a laboratory, pilot plant and full machine, welding, fabrication and assembly shop for manufacturing mechanically operated DurOLok pressure vessels and critical fluid processing systems and components. CF Tech is committed to developing renewable liquid fuels.

Job Purpose:

CF Technologies, Inc. is hiring an intern to update and support the Company website, social media and sales landing pages of their website and to upgrade the user experience and graphical offerings of the Company website and brochures. The goal of the internship is to promote the company, its offerings and its products to increase web-based traffic, online sales and customer traction.

Duties & Responsibilities:

- Maintain safe operations by adhering to safety procedures and regulations. Follow all online security and safe-keeping processes and procedures.
- Develop and present data in a coherent manner to executives and administrators.
- Photography and graphical design highlighting CF Tech products and services.
- Maintain and update the Company website and social media pages, google pages, adwords, SEO marketing and add products and services.
- Maintain a well-organized, clean and orderly work area and project documentation.
- Work with engineering department to review and prepare graphical representations of research systems and processing equipment.
- Contact past and existing customers and develop case studies.
- Timely response to paperwork requirements, including administrative requests.
- Provide management with a weekly status report, and by request.
- Contributes to Company team for efficient operations e.g., by accomplishing related duties as needed.

Requirements, Skills and Qualifications:

- When working remotely, access to a computer with internet access and graphical software programs.
- Portfolio of recent graphical demonstrations and website design.
- Sales, Marketing, Software Design & Development, UX and/or graphic design experience
- Ability to self-motivate and adapt quickly, learning niche equipment and renewable energy markets.
- Oral and written communication, in English, with co-workers and management.

Preferred Experience and Skills:

- Computer skills: Programming; CAD drawing; process simulation and thermodynamic molecular modeling.
- Science or Engineering background.
- Sales and marketing classes.