

Internship Opportunity, Marketing and Advertising Job Title: Account Coordinator

Northwest Strategies is seeking a proactive and detail-oriented intern to join our team as an account coordinator. This entry-level position is responsible for supporting the client services team and ensuring all projects are completed on time. Interested applicants must be able to proofread, prioritize and juggle multiple projects and deadlines, and pay close attention to detail. Applicants must be results-oriented and be interested in marketing, advertising or a related study.

Responsibilities

- Participate and take notes during client meetings
- Provide support to account management as needed
- Proofreading
- Ensure all media and projects are completed on time
- Manage projects from inception to completion
- Communicate and coordinate with account service team, public relations, accounting, creative and media departments, and traffic manager.
- Social media assistance

Desired Skills and Experience

- Strong attention to detail
- Strong writing and communication skills
- Excellent organization, problem solving, and time management skills
- Professional, high-integrity, reliable, organized, driven and results oriented
- Proficient in MS Office skills (Word, Excel, and Outlook)
- Proficient on Mac computers
- Understanding of social media platforms
- Ability to prioritize and juggle multiple projects and deadlines

What to Expect

NWS is an Alaska Native and woman-owned full-service brand marketing agency based in Anchorage. This internship is in-person and hybrid, with three weekdays in the downtown Anchorage office. Interns will gain hands-on experience in social media content creation and planning, communications planning and strategy, digital media planning and creation, graphic design coordination and project management, cultural communications, public relations and client and customer service, among other exciting areas of marketing and branding.