



## **Virtual Sales & Marketing Description**

**Company Overview:** KWS Ministries, LLC is a faith-based product line offering books, webinars, an online subscription program, tutorials, and conferences. Unique to this brand are faith-based resources for people experiencing grief and loss.

The KWS Ministries Virtual Internship Program provides unpaid internship opportunities for college students.

**General Internship Description:** Intern will act as Virtual Sales & Marketing Intern and report to the Founder and CEO of KWS Ministries, Kiya Ward Shears. Duties and responsibilities include helping to develop, expand and maintain partnerships and relationships with clients. Intern will also prepare proposals, research marketing needs, and host events. Ability to effectively communicate via phone and email ensuring that all duties are completed accurately and delivered with high quality and in a timely manner. Rely on experience and judgment to plan and accomplish goals and a wide degree of creativity and latitude is expected.

Ideal candidate is a team player and quick learner who is efficient. Additionally, ideal candidate must work with a sense of urgency and be able to work well under pressure.

### **Qualifications:**

- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in MS Office
- Currently enrolled in a college or university
- Organizational skills and the ability to multitask
- The ability to be proactive and take initiative



### **Responsibilities:**

- Research and generate lists of potential customers
- Launch and promote book tour for The Grace to Grieve
- Provide input on customer briefs, presentations, and sales literature
- Help develop client relationships and retain existing accounts
- Assist in evaluating new sponsorship opportunities
- Perform research on the latest trends.
- Assist with administrative duties.
- Prepare detailed promotional presentations.
- Help with the planning and hosting of marketing events.
- Research and evaluate competitor marketing and digital content.
- Contribute to the creation of mock-ups, email campaigns, and social media content.

### **Internship Benefits:**

- Ongoing mentoring
- Participation in company meetings, networking opportunities, and professional development
- Timeline: Timeline varies based on student requirements (1 semester min)
- Schedule: Flexible schedule; Hours vary based on student requirements (4hr/week min)

### **Internship Eligibility:**

- Must be enrolled in a college/university taking at least one class in the semester/quarter (spring/fall) prior to participation in the internship program. May 2019 graduates are still eligible.
- Must be at least 18 years of age

**Apply Here:** [www.KiyaWardShears.com/VirtualInternshipProgram](http://www.KiyaWardShears.com/VirtualInternshipProgram)