

## 70 Years of Building Value into Building Products

ODL builds products that build value into your home. Designs for every taste, architectural style, and home décor. Products that bring the outdoors--natural light, fresh air--indoors. Ideas that change the game. Styles from classic to craftsman, old world to contemporary. Solutions for privacy or connection, small spaces, entryways or back porches. Decorative doorglass, transoms, sidelights, retractable screen doors, blinds between glass, severe weather doorglass, and much more.

### The Zabitat division of ODL is looking for a Part-Time Social Media & Graphic Design Intern

*Our Zabitat division connects homeowners with inside industry products & information, making expensive and unmanageable projects (i.e. updating entry doors) affordable & easy. We believe home improvement is a lifestyle, not a product.*

**The Social Media & Graphic Design Intern is responsible for the representation of our brand to our customer communities through online and offline marketing channels. This individual will create user-centered marketing content that employs creative thinking and meets business objectives. The ideal candidate will be someone who will gain the most value from this opportunity to work alongside our talented Marketing Managers in our Zeeland campus**

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Work with Marketing Managers on creation of media content calendars
- Assist in the administration of community management during working hours for all social media platforms
  - Responding to followers
  - Engaging new prospects
- Create social media, digital and print content (graphics and copy), while following brand standards
- Develop fresh, fun ideas on how to grow Zabitat's brand presence both offline and online
- Assemble social media activity reports
- Contribute to our cheery and collaborative culture with a positive attitude

#### **CANDIDATE REQUIREMENTS:**

- Focus/major in the area of Communication, PR, Journalism, Graphic Design or other related field is required
- Required knowledge in a variety of social media platforms and tools including Facebook, Twitter, Google+, YouTube, Instagram, LinkedIn, Hootsuite, and Sendible
- Ability to handle multiple tasks, set priorities, schedule and meet deadlines
- Excellent communication skills both oral and written with the ability to adapt quickly to brand language
- Basic knowledge of Photoshop, InDesign and Illustrator
- Knowledge of Google Analytics, Wordpress and Digital Asset Management systems a plus
- Proven track record in sound decision making and strong personal initiative

Candidates for positions with ODL must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire.

ODL is an equal opportunity employer committed to a culturally diverse workforce. All qualified applicants will receive consideration for employment without regard to race, religion, color, age, sex, national origin, sexual orientation, gender identity, disability status or protected veteran status.

**Please apply via email to:** [human.resources@odl.com](mailto:human.resources@odl.com)

**For a complete listing of ODL Open Positions please visit** <http://www.odl.com/careers.htm>