



## Position Description: Marketing Intern

Purpose	<p>At Greenspring, our Core Purpose is to “help every person live their ideal life” and we are looking for talented people who share this passion. Working at Greenspring gives you the ability to:</p> <ul style="list-style-type: none"> <li>Own Your Future with defined career paths and tools, coaching and support to help you create the future you want</li> <li>Be Part of a Great Culture where you’ll be a part of a team of people who are committed to each other’s success</li> <li>Make a Lasting Impact on the lives of our clients and through the camaraderie of working for a common goal with your peers</li> </ul> <p>The Marketing Intern reports to the Marketing Manager and is responsible for the day-to-day marketing and branding administration tasks.</p>
Responsibilities	<ul style="list-style-type: none"> <li>Assist the Marketing Committee with creating, writing, and editing business communications across the firm, social media, and our website</li> <li>Various tasks and projects, including but not limited to digital marketing campaign creation, website administration, video production and editing, press release drafting, and marketing collateral designing, etc.</li> </ul>

### Job Requirements

Experience	Visual Communications; Business Communications; Marketing/Advertising/Branding
Education	We’re looking for at least a Rising Junior, working towards a bachelor’s degree
Location	We would prefer that you work from one of our local offices in either Towson, MD or Lancaster, PA. We can be flexible in providing a combination of a virtual and in-person working schedule if necessary.
Hours	Until your semester concludes, we can accommodate a part-time schedule, with a minimum of 10-15 hours per week, Monday-Friday. Continuing into the summer months, we will be offering a full-time schedule, 40 hours per week, Monday-Friday, 8:30am-5:00pm.
Compensation	\$18/hour

Commitment Dates	Starting date: March 17, 2025 End date: August 29, 2025, with the option to continue through the Fall semester if your performance is exemplary.
Skills and Knowledge	<ul style="list-style-type: none"> <li>• Detail-oriented and methodical</li> <li>• Follows up, follows through and takes initiative</li> <li>• Exceptional organizational skills with a proven ability to multi-task and manage multiple projects</li> <li>• A team player with good interpersonal skills and the ability to work collaboratively across departments and office locations</li> <li>• Excellent oral and written communication skills</li> <li>• Demonstrated problem-solving abilities</li> <li>• Ability to excel in a fast-paced, changing environment</li> <li>• A self-starter who is assertive, proactive, independent, flexible, and accommodating</li> <li>• Comfortable learning and navigating new technology and software applications. Experience with the Microsoft Office suite, Canva, WordPress, Salesforce, Pardot, or other marketing campaign software is a plus.</li> </ul>

### Firm Profile

Our founding partners came up with the idea for Greenspring in 2002 while working for two of the world’s largest brokerage firms. Thrust into a fast-paced and competitive sales culture with little more than a phone book, a desk, and a phone, it quickly became clear that “clients” took a backseat to commissions. But we had a different vision of what we wanted our careers to look like and how we wanted to work with our clients. So, in 2004 we started out on our own with a handful of clients who believed in us and a different vision for the future where we existed to serve them and not the other way around. From the beginning, we left behind the lack of transparency and conflicts of interest that made it so difficult to serve our clients in the best way possible and fully embraced a fiduciary duty to clients, placing their interests before our own. We always believed that if we worked hard, aligned our interests with our clients and did the right thing for them, kept our promises, gave back to the community, and hired great people the rest would take care of itself. Twenty years later we have been incredibly fortunate to work with great clients, build an awesome team and give back hundreds of thousands of dollars to the communities in which we live and work through our Greenspring Charitable Fund and Greenspring Grant Program. At Greenspring, we have much to be grateful for and while a lot has changed since the beginning, one thing has remained constant – our clients come first.

Greenspring is consistently ranked as one of the country’s leading independent advisory firms. We look to hire talented individuals with leadership potential, integrity, a sharp analytical mind, creativity, and the ability to work interdependently with others.

**Please submit your resume to [careers@greenspringadvisors.com](mailto:careers@greenspringadvisors.com)  
If you have a portfolio of work to share, please include it in your email to us.**

Greenspring is an Equal Opportunity Employer. It is the policy of the Company to provide equal opportunity for all employees and applicants for employment without regard to race, color, creed, religion, gender, sexual orientation, national origin, age, marital status, mental or physical disability, pregnancy, military or veteran status, or any other basis prohibited by state or federal law. This policy also prohibits employees from harassing any other employees for any reason including, but not limited to, race, religion, sex, national origin, age, or disabled status.