

Marketing Intern

Project Frog Inc. provides technologically advanced component buildings that assemble easily on-site, giving architects and builders a fast and cost effective way to create beautiful and energy-efficient buildings. Our San Francisco studio is currently seeking candidates for the positing of [Marketing Intern](#) to work as a part of [Sales and Marketing](#) to carry out the development and delivery of high performance and commercial component building platforms.

We are looking for a motivated, self-starting intern to work directly with the Director of Marketing in the Architecture, Engineering, and Construction space.

Job Responsibilities

- Develop and complete project summaries, including, but not limited to, construction projects, design projects, marketing projects, etc.
- Assist the Director of Marketing in managing the proposal process, including responding to RFP/Qs, developing and managing the proposal from inception to completion, and interfacing with the architect and pre-construction teams.
- Coordinate photography of completed and in-progress projects, working directly with clients and photographers.
- Maintain and develop content for social media outreach.
- Assist in designing and developing Powerpoint deck content for Sales and Marketing.

Specific Skills and Experience Requirements

- Experience in architecture, engineering, and construction.
- Ability to work independently and be a project-starter.
- Proficiency with Microsoft Suite.
- Proficiency in Adobe Creative Suite.
- Familiarity with Wordpress or Expression Engine or equivalent web content management platform a plus.
- Experience in responding to RFP/Qs a plus.

To apply for this position, please send us a cover letter, your resume, and a link to your online portfolio to careers@projectfrog.com, with the job title, [Marketing Intern](#) noted in the Subject field. Applicants must meet the above-mentioned qualifications, and live in the San Francisco Bay Area, to be considered for this position. Due to the high volume of applications received, we are unable to comment on the status of an individual application. Your application will be reviewed and you will be contacted if you are chosen to move forward in our hiring process.

PROJECT FROG

As a venture-backed company headquartered in San Francisco, CA, Project Frog is revolutionizing the building industry by applying technology and process to overcome the inefficiencies inherent to traditional construction. More than just a forward-thinking company, we are a team using each other's strengths and knowledge as resources to create bright, inspiring

and sustainable structures with minimal environmental impact. We are award-winning business professionals, researchers, product designers as well as accomplished entrepreneurs and innovative builders who are looking for bright people to join our team. Our corporate culture is collaborative, fun and results-focused while encouraging open exchanges of new ideas and innovation. For more information, visit www.projectfrog.com.