

Title: Sustainability Marketing Assistant/ Marketing Internship

Location: Sanford, Florida

Company: ESA Renewables

Department: Marketing

Full Time/Part Time: Part Time

Hours (Per Week): 20-25

Rate of Pay: \$15 per hour

About ESA

ESA Renewables is a global leader in providing sustainable energy solutions. With offices in Florida, North Carolina, Puerto Rico, Spain and Italy and over 500 projects completed, ESA specializes in residential, commercial and utility scale solar energy applications. ESA is committed to changing the future of energy to be more sustainable, affordable and accessible for everyone.

Job Description

The marketing assistant position is intended for a creative individual with a passion and interest in sustainability and renewable energy. As marketing assistant, this position will directly support the creative and administrative responsibilities of the ESA marketing and business development team. This position demands a person with proficiencies in the necessary design platforms and software.

Responsibilities

Proposals and Solicitations

- Identify and manage online databases for bid solicitations and renewable energy opportunities
- Assist in RFP, bid and proposal preparation and template creation
- Manage data servers and organize RFP/RFQ documentation
- Coordinate proposal deliveries, deadlines and internal task management

Partnerships

- Identify community and industry organizations for membership and event opportunities
- Plan community engagement events and appearances
- Assist in partnership development

Design & Marketing

- Utilize Adobe Creative Suite to create marketing collateral, promotional material, business development collateral and presentations
- Assist in website design, design consulting and website management
- Assist in rebranding initiatives and brand management
- Develop digital media and print marketing campaigns

Education and Qualifications

- Bachelor's Degree (or pursuing a degree) in Marketing, Graphic Design, Environmental Studies, Renewable Energy, Brand Management, or related.
- High school diploma or GED

- 1-2 years of marketing and design experience
- Knowledge of renewable energy and sustainability
- Highly experienced or proficient with design software: Adobe InDesign, Illustrator and Photoshop,
- Proficient in office platforms (Word, Excel, PowerPoint, etc.)
- Excellent verbal and written communication skills, including effective copywriting and presentations skills

Preferred Qualifications

- Technical Knowledge of HTML and digital website design
- Some experience with photography

To apply

Please send resume, cover letter and a relevant design portfolio (include photography and website design if applicable) to mbrowner@esarenewables.com