



## PART-TIME EMPLOYMENT OPPORTUNITY

**Position Title:** Marketing Intern  
**Hours:** Part-Time – Monday to Friday 8am – 5pm, Flexible Hours  
**Reports To:** VP of Sales

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*Since 1954, we have consistently adapted to the needs of our customers. Part of this adaptation is looking for ways we can positively affect our customers' business today and into the future.*

*Our success is based on the culture we've built—a culture that encompasses the "Bishop Business Experience." You are an extension of this experience. Let's explore our brand personality, voice and culture.*

### **Our persona –**

*The Bishop Business brand is focused on helping people become more inspired to create a workplace that's free from chaos. We are not aloof, braggadocious or condescending. But rather, we take great pride in our work—taking control of situations as a means of maintaining order for our customers.*

*We live into this persona through the characteristics we show in our daily interactions with our clients and our peers. As confident leaders, we are role models who use information to spark innovation. We are constantly looking for ways .to make the workplace work better.*

### **Our voice –**

*Bishop Business is both an industry leader and a solutions-based partner—a hero of sorts—that can make a marked difference in our clients' workplaces. To that end, our messaging connects on both a practical and emotional level by instilling confidence. Our voice is friendly, reassuring, and authoritative yet approachable.*

### **Our vision -**

*To be a leading provider of office solutions by wowing our customers time and time again with unsurpassed service and value.*

### **Our mission –**

*We're committed to finding better ways for our customers to do great work. We are constantly evaluating digital and print management processes that drive improved business performance or best fit our customers' needs.*

### **Our CARES values -**

**Confidence** – *Being confident and working hard produces character in ourselves, excellence in our products and peace of mind for those who depend on our services.*

**Appreciation** – *We live and breathe gratitude towards our customers, colleagues and suppliers.*

**Relationship** – *We create positive, meaningful connections and relationships, rather than just transactional experiences.*

**Empathy** – *Putting ourselves in someone else's shoes promotes a positive, optimistic and productive environment. Walking together allows us to walk further.*

**BISHOP BUSINESS IS AN EQUAL OPPORTUNITY EMPLOYER**

**About the position -**

*Part-time – hours vary depending on project and needs*

*Hourly rate - \$15.00 per hour – possibly negotiable based on experience/initiative*

*Combination of in person at our Omaha office and remotely as needed*

*All work is at the Bishop Business management team's direction*

*Junior or Senior College level studies*

*Preferred Marketing degree major*

*Required – several completed marketing classes*

*Skilled with social media platforms and supporting software – Adobe products – Photoshop, Illustrator,*

*InDesign, email campaigns, LinkedIn, Word Press website experience, basic design and layout*

*Developing with management marketing campaigns for corporate B to B sales*

**Job Duties include but not limited to the following on a project by project basis -**

*Updating marketing materials, website updates, social media including LinkedIn, Twitter, blogging articles, email blast*

*Prospecting and telemarketing appointment setting, follow-up email and VM scripts for sales, customer newsletters or emails, assistance with video production for sales video blasts*

**Other projects may be assigned -**

*Incorporating Electronic Content Management (ECM – Paperless side of our company) into the selling pitch book of every rep, email blasts to our customers advertising this capability, etc.*

*We have so much to offer here but the rules have all changed in terms of how you contact people and market to them.*

*In addition we need efficient ways to do this marketing and prospecting so our reps can concentrate on customer and prospecting presentations with qualified prospects.*

Since this is part time, there are no benefits with this position.

**Your workplace, working better.**

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