**Sales/Lead Generation Internship**

**OVERVIEW**

[Cancer Wellness](http://www.cancerwellness.com) is an enlightened lifestyle magazine for the New Cancer Community of warriors, thrivers and supporters. With a focus on nutrition, complementary medicine, beauty, fashion, innovations and other subjects, Cancer Wellness aims to address the cancer experience from all aspects.

The Intern will report directly to the Account Manager. They will assist in cultivating leads for the publication and prospects for advertising. They will monitor and report on the success of ad sales campaigns and report their findings to the advertiser. They will research upcoming charity events for sponsorship opportunities. The Intern will also be in charge of keeping the Media Kit up to date with the most relevant analytics. This is a part-time, unpaid position.

**ESSENTIAL JOB FUNCTIONS**

The roles and responsibilities of the Communications Intern may include, but are not limited to, the following items:

* Build and maintain strong, long-lasting client relationships
* Write proposals, contracts, quotes, and agreements
* Develop trusted advisor relationships with key accounts, customer stakeholders and executive sponsors
* Track key account metrics and analytics
* Generate 20-30 leads per day, complete follow-up on the next week
* Pull analytics for running ads and put together presentation for advertisers
* Put together contracts for advertisements and partnerships
* Utilize WordPress to add cancer-related events to our website
* Research relevant interviewees for Cancer Wellness Connects features

**QUALIFICATION GUIDELINES**

* Exceptional verbal and written communication skills
* Ability to collect, track, and analyze large amounts of data
* Adaptability and strong problem solving skills
* Strong interpersonal skills
* True sales background