

Marketing Intern

Please forward resume and cover letter to Scott Jubeck at scott@legalsifter.com.

ABOUT LEGALSIFTER

LegalSifter builds simple, affordable artificial intelligence products. We use natural language processing and machine learning to turn unstructured terms, conditions, and words into structured data and insights. We are doing this to make global legal support affordable. We want to empower people with artificial intelligence, not replace them. We want to make humans super.

OUR MISSION

To bring affordable legal services to the world by empowering people with artificial intelligence.

OUR STRATEGY

We will achieve our mission by working with the legal profession, not against it.

OUR CORE VALUES

- Urgency: We work fast.
- Security: We are vigilant and committed to maintaining the privacy of client data.
- Humility: We use our energy to serve others; we are lifelong learners.
- Intelligence: We operate with aligned visions, strategies, plans, and budgets.
- Boldness: We are transparent, courageous, and unafraid to make mistakes.
- Balance: We work flexibly to keep promises to teammates, shareholders, clients, friends, and family.

We sell our products directly to companies and law firms that are interested in improving their efficiencies, lowering their risk, and improving the quality of their contract processes. We also work with law firms to create [combined intelligence](#) solutions. The law firm brings their brand and legal advice; we bring the artificial intelligence. Together, we create self-service and partial-service contract review solutions that companies subscribe to achieve their objectives. In return, law firms increase revenues, expand margins, and make their clients happier with more affordable legal products.

THE OPPORTUNITY

LegalSifter is looking for a Marketing Intern. The role will report to the Vice President of Marketing. Success in the role means the following:

- Research and recommend strategies to improve social media, web, and advertising plans
- Support administration of Salesforce.com and MailChimp accounts
- Seek and analyze competitor marketing material and digital content
- Monitor social channels and respond to feedback, questions, and concerns
- Assist in planning and staffing of trade shows

- Assist in planning and hosting marketing events

QUALIFICATIONS / SKILLS

- Currently enrolled undergraduate student studying marketing or business administration
- Experience with web marketing best practices and tools including Google Analytics and Google Adwords
- Experience with social media best practices and platforms including LinkedIn, Twitter, and Facebook
- Proficiency in Microsoft Office products including Word, PowerPoint, and Excel
- Strong verbal and written communication skills
- Strong work ethic
- Flexible work schedule
- Willingness to learn on the job and share experiences with other members of the team

COMPENSATION

- LegalSifter offers a competitive compensation package
- 5-10 hours per week during the school year, 15-25 hours during the summer

LegalSifter is an equal opportunity workplace. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. If you have a disability or special need that requires accommodation, please let us know.