

Marketing and Communications Intern
Geographic Focus: National
Dates: May 30, 2022 – August 26, 2022

Introduction to Zenith

Zenith Wealth Partners (Zenith) is a fee-only investment management and financial planning firm on a mission to combat racial, age based, and gender wealth inequality by delivering comprehensive, high quality, and accessible advice to individuals and organizations. We believe that wealth management does not have to start only when a client has accumulated significant wealth. Managing and achieving wealth is an infinite journey. Zenith works with its clients to evaluate the best financial decisions while giving them back time and peace of mind.

Position Summary

As a member of the 2022 Summer Intern Class, Zenith is seeking a part-time Marketing and Communications Intern to join its team. The role is remote-first with an option for in-office desk space if the applicant lives in Philadelphia.

This is a part-time position with a target of 10-20 hours per week and the opportunity to work additional hours as approved by your supervisor. Reporting to the Chief Operating Officer, the Marketing and Communications Intern will be responsible for the following:

- Complete a SWOT analysis to help inform Zenith's marketing strategy
- Research industry and peer marketing best practices
- Inform Zenith website redesign and help produce or curate requested content.
- Analyze Zenith's current SEO strategy and craft a plan to align with Zenith's planned growth
- Create high-quality digital and social media content to grow Zenith's brand awareness
- Partner with financial planning team to design and/or refresh client-facing tools
- Collaborate with fellow interns on cross-functional projects

Desired Knowledge & Skills

- At least a rising Sophomore at an accredited institution
- Exceptional communication skills
- Proficient with Microsoft Office, Google Drive
- Demonstrated experience or coursework in marketing or communications
- Detail-Oriented - You sweat the small stuff and take pride in your work
- Creative – You love a blank canvas and generating new ideas

Compensation & Perks

Zenith embraces a high-performance culture and seeks to reward employees that deliver exemplary results. The position will earn \$15/hour duration of the internship. Based on exceptional contributions, the role may earn additional one-time performance bonuses. This role does not accrue paid time off; however, you will be entitled to all NYSE holidays and time off for your birthday in accordance with Zenith's time off policy.

Zenith provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Zenith complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and

conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Pre-employment background checks will be conducted for candidates offered employment.

Next Steps

You are ready to jump on board and wondering what to do next. We would love to hear from you. Applicants will be reviewed on a rolling basis and should complete this brief questionnaire by no later than April 15, 2022.