

# Summer Sales & Marketing Internship

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## **Benefits: As a Valued Agent Intern you will enjoy...**

- A welcoming and relaxed office environment with snacks, coffee, and your own workspace
- Thoughtful touches like birthday gifts, team lunches, and SF Bucks for fun competitions
- One-on-one mentorship from your assigned agent and team members
- Opportunities to learn how a small business really works — from customer service to marketing
- Guidance on how to build your resume and sharpen your interview skills
- A potential path to join our team long-term after high school or college
- No nights or weekends — we believe your time outside of work matters too

## **What We're Looking For:**

We're looking for a dependable, curious, and team-oriented Summer Intern to join us for a 10-week paid internship between May and August. This role is a great fit for high school or college students who want to explore what it's like working in a small business environment. You'll get a chance to contribute to real projects, help take care of customers, and learn from a close-knit team that's passionate about doing good work — and doing it together.

This isn't about fetching coffee or filing papers. You'll be a valued part of our team and walk away with skills and experience that will help you in whatever career path you choose.

## **A strong candidate will bring the following qualifications and traits:**

- Friendly and respectful with a willingness to help wherever needed
- Someone who asks questions, takes initiative, and stays organized
- Comfortable using tools like Word, Excel, PowerPoint, and Canva
- A good communicator — whether answering phones or drafting a quick email
- You don't need to know insurance — just be ready to learn and grow with us

## **Key Responsibilities:**

- Work closely with your assigned agent to help with marketing tasks and office goals
- Greet customers, answer phones, and direct questions to the right team member
- Support day-to-day office activities like prepping materials, organizing supplies, or following up with customers
- Help us get ready for community events or team initiatives
- Offer fresh ideas — we always want to hear new perspectives
- Learn how we serve customers and solve problems as a team

## **Why We Love What We Do:**

We're a woman-owned, family-run business that cares deeply about the people we serve — and the people we work with. We show up for our customers and each other, and we're always looking for ways to grow, laugh, and make a difference. If you're looking for a summer experience that's both fun and meaningful, we'd love to meet you.

**INTERVIEWS BEGIN IN MARCH 2026!**