

**Cardinal Pointe Financial Group**, a private wealth advisory practice of Ameriprise Financial Services, LLC, is seeking a part-time **Marketing Intern** to help conduct the marketing and operation of the firm. The position can be located remotely in the Twin Cities Metropolitan Area of MN, or onsite in Louisville, KY, or Tucson, AZ.

**Make an impact:** We work to help our clients navigate through life's journey – the celebrations and the challenges – by delivering comprehensive financial advice with integrity. We aim to inspire confidence, simplify the path to goal achievement, and make a positive impact for future generations.

**Learn and grow:** Our core values are integrity, health, family, community, and competence. We're committed to growing the capabilities of our people and are building a learning community. We look for team members with a growth mindset, desire to advance skills, and willingness to share their knowledge to enhance others' growth.

The Marketing Intern will primarily assist the Marketing Director to provide support across the firm through a variety of projects and processes to focus on the client experience and client acquisition as well as overall advancement of the Cardinal Pointe Financial Group brand.

**Position functions:**

Responsibilities and time allocation may change over time to meet the needs of the firm and can include other duties as assigned.

- Assist in managing and tracking execution of the firm and individual advisor marketing plans
- Manage and assess the firm's online presence and email marketing; provide recommendations for improvements
- Coordinate firm marketing events
- Support daily administrative tasks and document internal procedures for implementing marketing strategies
- Create internal and client marketing and communications content
- Collect quantitative and qualitative data from marketing campaigns and activities
- Help maintain the client/prospective client management system

**Key traits of a successful intern:**

- Effective communication with clients and team members
- Strong computer and phone skills; experience with MS Suite, Adobe Pro, Canva, and/or Salesforce a plus
- Efficient time management, organization, attention to detail, and multitasking skills
- Ability to adhere to rules and regulations as stated and required by the firm and Ameriprise Financial
- Positive attitude and sincere willingness to continually learn and grow

**Education and other designations:**

- High school degree or higher
- Enrolled college student (Preferably Sophomore or Junior status)
- Preferably enrolled in a marketing, communications, or other related Bachelor's degree program

To inquire, please submit your resume to Denise Rice at [Denise.Rice@ampf.com](mailto:Denise.Rice@ampf.com).