

## CRAWFORD AGENCY INTERN

**Location:** On-site (Greenville, SC)

**Department:** Client Relations / Communications / Design / Media / Strategy

**Type:** Internship (Paid) | Part-Time / Full-Time

**Duration:** Summer '26 (May-Jul) and Fall '26 (Aug-Dec)

### JOB OVERVIEW

Crawford is proud to have a robust internship program that offers the opportunity to gain hands-on agency experience in marketing, design, communications, media, and strategy. We are seeking a variety of qualified interns to support our team.

Internships typically last 12 to 16 weeks, as mutually agreed upon. Weekly schedules may vary due to classes or other responsibilities, so working hours per week are determined on a case-by-case basis.

### KEY DUTIES & RESPONSIBILITIES

- Support agency teams in the execution of client work across account management, creative, media, communications, and strategy initiatives
- Assist with research, ideation, and development of materials for client projects and pitches
- Help prepare presentations, reports, and internal documentation
- Participate in team meetings, brainstorming, and client-related discussions
- Assist with coordination, organization, and tracking of deliverables
- Conduct competitive, industry, or audience research as needed
- Support content development, creative reviews, or campaign execution
- Perform administrative and operational tasks that help keep projects moving forward

### REQUIREMENTS

- Currently pursuing or recently completed a degree in marketing, communications, design, advertising, media, business, or a related field
- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills
- Ability to manage multiple tasks and meet deadlines
- Curiosity, initiative, and willingness to learn
- Familiarity with design tools, social platforms, analytics, or media tools is a plus (depending on focus area)
- Embodies Crawford's Core Values

### WORK ENVIRONMENT AND EXPECTATIONS

- Fast paced and collaborative agency environment
- Ability to take direction and work independently when needed
- Openness to feedback and eagerness to grow

## CRAWFORD

- Ability to travel as needed to client meetings and industry events

Please submit resumes, and portfolios as available, to [sydney@crawford.agency](mailto:sydney@crawford.agency).

*Crawford is an equal opportunity employer and value diversity at our agency.*

*We are committed to providing reasonable accommodations for qualified individuals with disabilities in accordance with applicable law.*

*Employment with Crawford is at-will, and this job description does not create a contract of employment.*