



Marketing Intern Position Description

H+U Construction is a Minneapolis based construction and consulting firm, founded in 1983. We offer professional Construction Management, General Contracting, Owner Representation, and Consulting services to provide our clients with a unique blend of real-world and technical expertise. H+U has consistently been ranked among the top Twin Cities area construction firms for more than a decade, and the organization prides itself on providing employees a workplace that allows them to thrive both personally and professionally.

We are seeking a part-time (20 hours/week) Marketing Intern to join our collaborative, client-focused team. Based in our Edina, MN office, the Marketing Intern will have an opportunity to gain real-world, hands-on marketing experience in a collaborative, challenging, and fast-paced environment. You will report directly to the Marketing Manager who will delegate project responsibilities and serve as a mentor throughout your internship experience. If you can see yourself working at a vibrant company that values innovative thinking, technical excellence, and a strong commitment to partnership then H+U may be the place for you.

Responsibilities:

- + Write and edit copy for internal and external marketing materials including, but not limited to: client proposals, press releases, Mail Chimp campaigns, newsletters, infographics, advertising pieces, brochures, sell sheets, signage, and more.
- + Create graphic content using Adobe Creative Suite for external communication pieces including but not limited to: digital marketing, Mail Chimp campaigns, newsletters, infographics, advertising pieces, brochures, sell sheets, and client proposals.
- + Participate in marketing meetings to generate ideas and provide feedback on projects and initiatives.
- + Conduct market research to identify H+U's competition, industry trends, and best practices in regard to marketing principals in the professional services industry. Analyze data and present to the Marketing Manager.
- + Assist with tradeshow coordination and sponsorship activations including: registration, creation of presentation materials, and pre/post show strategy development, and attend tradeshows as requested to further understand H+U, our clients, and how your role as our Marketing Intern supports the larger organization.
- + Visit project jobsites regularly to capture photography and project updates for social media content.
- + Support internal and external event planning and coordination efforts including: company social gatherings, client ribbon cutting and groundbreaking ceremonies, and charity events.
- + Research merchandise to promote H+U's brand including: employee apparel, PPE, signage, promotional products, and business supply products.
- + Attend and participate in project management and other company meetings as well as in company business development initiatives (industry conferences, continuing education workshops, open houses, etc.) as may be requested.

Complex Projects Solved



Minimum Qualifications:

- + Junior or Senior standing at an accredited college pursuing a Bachelor's Degree in Marketing, Communications, Business, Journalism, Media Studies, English, Graphic Design and/or similar.
- + Excellent written and oral communication skills with the ability to communicate in a professional manner both internally and externally.
- + Superior organizational and time management skills.
- + Ability to work well independently, and within a team to deliver projects within the established scope, schedule, and budget.
- + Experience utilizing digital marketing tools including: Facebook, LinkedIn, Instagram, X, Google+, YouTube, WordPress, Canva, and Mail Chimp.
- + Knowledge of marketing tools and software including Adobe Creative Suite (InDesign, Photoshop, and Illustrator); as well as Microsoft Office Suite (Word, PowerPoint, Excel).
- + Understanding of basic Marketing and Communications principles and best practices.
- + Entrepreneurial spirit with a passion for Marketing and Communications allowing you to make valuable contributions to H+U Construction's Marketing team and the organization as a whole.

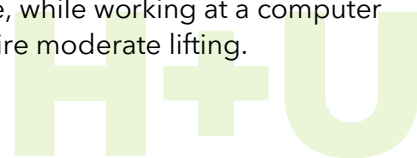
Preferred Qualifications:

- + Previous internship or related experience in Marketing or Communications.
- + Digital marketing experience including social media marketing and/or website management in a business setting.
- + Experience with content marketing and graphic design.
- + Familiarity with SEO and/or AI tools.
- + Ideal candidate will take the initiative to learn about the company, the A/E/C industry, and continuing education opportunities to add value to their position as well as the team.

Physical Requirements:

The physical requirements listed here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position will require the employee to visit construction sites where they may be exposed to dust, dirt, uneven surfaces, and seasonal weather. Employee must be able to operate within these conditions, and climb ladders, walk atop uneven surfaces, etc. to view all areas of the site. The position will also involve sitting for extended periods of time, while working at a computer terminal in an office setting. At times, the position may require moderate lifting.





Salary: \$22.50 per hour

Start Date: June 2025 (flexible)

Employment Type: Part-time (20-hours per week); ideally Monday through Wednesday with opportunity for additional hours upon request and/or as may be needed.

Location: H+U Construction; 5555 West 78th Street, Suite A, Edina MN, 55439

Required Education: Pursuing a Bachelor's Degree in Communications, Marketing, Business, Journalism, Media Studies, English, or Graphic Design.

Required Experience: 0 to 3 years

To Apply: If you would like to be considered for future employment, please complete the online application at <https://hu-construction.com/careers/> and submit your resume to: hr@hu-construction.com

H+U Construction's Core Values:

- + H+U Delivers
- + H+U Innovates
- + H+U is Positive
- + H+U is Humble and Helping
- + H+U is Impactful
- + Safety is H+UGE

Hoffmann + Uhlhorn Construction, Inc. will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, familial status, membership or activity in a local human rights commission, or status regarding public assistance. We will take affirmative steps to ensure that all our company's employment practices are free of discrimination. Such employment practices include, but are not limited to, the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. We will provide reasonable accommodation to applicants and employees with disabilities whenever possible.

