



Job Description

Marketing Support Intern

The AOIC, LLC (AOIC) Marketing Support Intern is a hybrid position interning for a set period of time for AOIC. The position will report to the AOIC Director of Business Development, Account Lead. The Marketing Support Intern is an energetic team-oriented service professional who embraces the importance of client support and may handle several activities in support of Business Development and Account Support. The Marketing Support Intern is a valuable AOIC teammate who emulates the AOIC ideals of impeccable service, teamwork, and client support.

Company Description

AOIC, LLC (AOIC) is a medical and scientific communications company providing content driven initiatives for biopharma and nonprofit organizations. AOIC advances medicine and patient care by:

- 1) Collaborating with researchers, healthcare professionals, biopharmaceutical companies, and other life science organizations to communicate preclinical, clinical, and health outcomes data.
- 2) Helping nonprofit partners educate patients, caregivers, and healthcare professionals about treatment advancements and quality of life challenges to daily living.

We achieve our mission by offering communication services in:

- 1) Publication/Content Development
- 2) Innovative Technology
- 3) Meeting Planning

Responsibilities

Project and Business Support

Responsibilities will include some of the following items.

- Develop, route, and update client projects including proposal and budget development in WorkZone (project management software) to support Account and Business Development team members.
- Format and/or revise client proposals, budgets, statements of work (SOW) and other items to be delivered as part of the sales process to clients.
- Create and update proposals and budgets in various formats including spreadsheets, Word, and PowerPoint.
- Assist Account Management and Business Development with client meetings and client communications.
- Participate on some client status and new business phone calls and Teams meetings.

Qualifications

Desired Experience and Skills

- Proven organization and problem-solving skills
- Strong verbal and written communication skills
- Demonstrated computer efficiencies in Microsoft Office, Adobe Acrobat, Excel, PowerPoint, Word and Internet browsers.
- Able to organize and manage multiple details, meet deadlines, and function within a team setting



Job Description

Marketing Support Intern (cont)

Education

- Student enrolled in a college or university pursuing a Bachelor's degree in a Business-related discipline. In second year of study or later.

Position Compensation, Schedule and Reporting

- This position reports to an AOIC Director of Business Development, Account Lead.
- Position hours and length of internship to be discussed with candidate.
- The position is hybrid. Intern is expected to work in Exton, PA office a minimum of two days per week (Tues/Thurs).
- Internship term to be determined but may begin in Jan 2026.