



## Tea's Me Café

<b>Job Title:</b>	Tea's Me Marketing Intern	<b>Job Category:</b>	Marketing
<b>Location:</b>	Multiple Locations	<b>Travel Required:</b>	Travel Required
<b>Level/Salary Range:</b>	TBD	<b>Position Type:</b>	Part-Time, Work Study, Internship
<b>HR Contact:</b>	Darla Harmon	<b>Date Posted:</b>	December 2022
<b>Will Train Applicant(s):</b>	Darla Harmon & Managers	<b>Posting Expires:</b>	TBD
<b>External Posting URL:</b>	<a href="http://www.TeasMeIndy.com/Join-Our-Team">www.TeasMeIndy.com/Join-Our-Team</a>		
<b>Internal Posting URL:</b>	<a href="http://www.TeasMeIndy.com/Join-Our-Team">www.TeasMeIndy.com/Join-Our-Team</a>		
<b>Applications Accepted By:</b>			
<b>WEB POSTING ONLY:</b> See above		<b>MAIL:</b> Name Tea's Me Café 140 E. 22 <sup>nd</sup> Street, Ste. B Indianapolis, IN 46202	
<b>About Us</b>			
<p><b>TEA'S ME CAFE IS A LOCAL FAVORITE, AWARDED THE BEST OF INDIANAPOLIS, BEST TEA HOUSE IN 2020 &amp; 2021.</b></p> <p>Guests enjoy a variety of healthy loose-leaf teas, great food, and a classy ambience. Tamika Catchings, 4x Olympic Gold Medalist, Hall of Famer, and founder of the Catch the Stars Foundation, purchased Tea's Me Cafe in 2017, when she found out the original owners were planning to close the business. A Community advocate, the goal of the Cafe is to not only serve the community food &amp; beverages, but also to provide add programming and events. The Cafe expanded its reach by operating a second location, Tea's Me Community Cafe, as part of a Tarkington Park Partnership.</p> <p>Tea's Me Cafe specializes in providing the best loose-leaf tea sourced from all over the world. Our guests notice the difference in the freshness, taste, and aroma. Tea is incredibly healthy for you and is a wonderful way to start your day or can help you sleep at night.</p>			
<b>Job Description</b>			
<b>SUMMARY</b> Tea's Me Cafe is looking for a motivated individual to be a supportive member of our staff and assist in building our marketing team. The intern will utilize their prior marketing background and will be given the opportunity to expand their knowledge and experience through a variety of different projects.			
<b>JOB FUNCTIONS :</b>			
<ul style="list-style-type: none"><li>• Create effective and engaging content for various marketing assets</li><li>• Assist with production of Tea's Me's email marketing</li><li>• Contribute to marketing projects for Tea's Me Cafe events, programs, and products</li><li>• Project management and production scheduling</li><li>• Organize data and report on analytics as necessary</li></ul>			

- Flexible schedule to assist with in-house operations

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

Core Value Qualifications

1. Energy for Life – Excitement about your life, our space(s) and a contagious positive attitude
2. Willingness to Learn – Learn, engage & grow daily
3. Commitment to Excellence – Take pride in how you SHOW up every day
4. Engagement – Be attentive to your guest, teammates & those you have a chance to connect with
5. Dedicated to Serve – Attitude of gratitude and exceptional customer service to our guests

Recent college graduate (within past 6 months) or current student pursuing a degree in Communications, Marketing, Public Relations and/or a related area

**PREFERRED SKILLS**

- Love to have FUN!!
- Smiles are necessary
- Prior experience in marketing or media communications
- Works well in a team setting
- Organized, detail oriented and reliable
- Ability to meet deadlines and juggle multiple projects
- Experience with working with technology and digital apps
- Familiar with one of the following: copywriting/editing, email marketing, project management

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time