

Social Media & Marketing Internship for Real Estate Group (New York, NY)

Host Company ID: I-0422431



Internship Duration: open (12 months max., unpaid)

Company:

We are an award winning firm recognized as one of the fastest-rising real estate firms in NYC. We have been ranked as a Top Mid-Sized Brokerage Firm by The Real Deal Magazine two years in a row and one of the best brokerage firms to work for in NYC in 2012 and 2014. We are dedicated to providing continual innovation and the highest standards of customer service. The deeply instilled company culture is personified by its agents, people who share a single vision and are inspired to offer a better everyday life and future for the many people we serve. Our vision is supported by providing our agents with the best resources plus all the commission, so that experienced, collaborative, service-oriented and results-driven professionals can truly thrive.

Internship Position:

We are seeking to hire a Social Media & Marketing Intern to join our dynamic team. This is a great opportunity to gain exposure in the residential and commercial real estate industry while obtaining hands-on experience with one of the top companies in its field. The Social Media & Marketing intern is responsible for the ongoing support of

all our marketing efforts including the maintenance of the company's social media communities and the digital and print marketing needs of the company and its agents.

Key Accountabilities:

- Responsible for developing content for multiple social media and other online platforms which may include newsletters, blog entries, articles, posts, tweets, status updates, pins, photos and videos.
- Analyzing social media metrics and researching new trends to improve on those metrics and testing new initiatives.
- Collaborate with in-house and external marketing teams to support all ongoing campaigns
- Support the day-to-day activities of the marketing team including ad hoc projects that may include:
 - Researching and writing
 - Coordinate the production of collateral and all marketing materials
 - Assist the in-house marketing team, staff and marketing needs of our agents
 - Use various software including Adobe, Microsoft Office and Google Apps to prepare
 - Assist with assembling and preparing PowerPoint presentations and marketing materials
- Conduct web research, help maintain electronic databases, and basic technical troubleshooting
- Anticipating and addressing the needs of the office
- Administrative and office support (answering phones, scheduling appointments, filing, and ensuring office is organized)
- Preparing deliverables, coordinating meetings and supporting other office needs