

I. POSITION INFORMATION

Position Title	Marketing Intern
Compensation	13/hr
Department	Marketing & Sales
Location	San Marcos, TX
Reports To	Marketing Manager
Dates:	9/12/2016-11/28/2016

II. KEY RELATIONSHIPS

Internal	External
<ul style="list-style-type: none"> Community staff Marketing, Operations, Resident's Associations Accounting, Architectural Controls, IT 	<ul style="list-style-type: none"> Communication Agencies, Consultants, Media Buyers/Planner, Photographers, Video Producers Signage Installers, Printers, Builders, Industry Organizations, Event Planners

III. POSITION SUMMARY

The Marketing Intern supports the overall marketing communications for the Kissing Tree community, ensuring the proper execution of the brand's passion, integrity, and community across all mediums. Exudes a strong desire to think outside the traditional marketing box with this distinctly Texan 55+ community. He/She effectively works with and provides service to the onsite Kissing Tree team including sales, design, construction and land development. He/She forges consensus to reach goals; actively participates in immediate work group by listening and commenting on suggested solutions.

IV. AREAS OF RESPONSIBILITY

Responsibility	Description	%
Marketing Communications	<ul style="list-style-type: none"> Support the Marketing Manager with overall marketing strategy, communications, advertising, social media and events Support ongoing project management, including the coordination of onsite and offsite events, ads, eblasts, web updates, press releases, realtor engagement, community outreach, etc. Proofread all materials Coordinate sales team collateral inventory (maps, USBs, pens, shirts, etc.) Create and manage onsite events for VIPs, prospects, grand openings, etc. Offsite event "rolling roadshow" packaging, collect all items for offsite realtor events for the sales team Engage online community with updates to social media, blog and website Work with Marketing Manager to communicate with support agencies, including event companies, creative agencies, and public relations communication 	60
Administrative Duties	<ul style="list-style-type: none"> Inventory, organize, and maintain all collateral and marketing supplies in marketing storage locations Organize marketing files in corporate shared folders, allow all team members easy access to marketing files Provide general secretarial service to the corporate Marketing Team, as required 	40

	<ul style="list-style-type: none"> • Liaise with corporate office and other office counterparts to share and coordinate information • Assist with general or special projects, as required 	
		Total
		100

V. QUALIFICATIONS

<ul style="list-style-type: none"> • Some college preferred in Business Administration or Communications. • 1+ years' experience in administration required. • Strong computer application skills with proven proficiency in MS, experience with graphic editing (Photoshop, etc.) a plus. • Strong verbal and written business communication skills. • Proven ability to generate trust and confidence. • Previous experience in the real estate industry considered an asset. • Strong organizational skills to assist with meeting scheduling and overall coordination • Strong social media knowledge and skills a plus.
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Please apply online at:

http://www.brookfieldresidential.com/content/opportunities/marketing_intern-44401.html?cid=4944

*The above statements are intended to describe the general nature and level of work being performed.
They are not intended to be an exhaustive list of all responsibilities, duties, and skills required.*