To Whom It May Concern:

The National Association of Real Estate Brokers (NAREB) Region III is looking for a Business Marketing Intern who will be responsible for developing, executing, and overseeing the overall brand and marketing strategy, including tactical implementation. This is a hands-on position that will develop multi-channel, multi-touch, marketing programs, including email and text message campaigns, social media, conferences and events, website, and inbound strategies.
We are searching for someone who can share our story through compelling content and drive membership growth. The ideal candidate thinks strategically while getting involved with the organization and brings positive energy to the team. This person should build a marketing strategy to meet our organization goals while launching into execution.

Responsibilities include:

• The intern will work with chapter president, secretary, and regional vice president.
• The intern experience will be customized to meet the needs of the intern to ensure a valuable experience.
• While this is an unpaid internship, we anticipate a minimum of 20 hour per week but can accommodate the needs for intern's program requirements.
• Potential for a long-term relationship; the successful intern will be considered should board member or committee member opportunities become available.
• The qualified intern will participate in the creation of the NAREB Region III Community PR & Media Program as well as Marketing & Membership Campaigns.
• Participate with the NAREB Region III creation of program press materials.
• Experience with Microsoft Office is required.
• The position may require data entry and the use of Excel spreadsheets.
• Ability to manage a project with minimal supervision.
• Excellent verbal and written communication skills.
• Pursuing a degree in marketing, PR, or related field.

Any additional questions and/or concerns about this position can be directed to the Regional Vice President - Yvette Biggs

Sincerely,

Yvette Biggs

Yvette Biggs