

Marketing Intern (15-20 hours/week)

Company Overview:

Oldham Goodwin Group, LLC is a real estate services and investments company that specializes in hotel, multifamily, and commercial properties throughout the state of Texas. Our highly skilled professionals work together as a team to provide clients with best-in-class results for brokerage, development, management, and investment in the real estate sector. Strategically headquartered within the heart of the Texas Triangle in Bryan/College Station, Oldham Goodwin has additional offices to serve the Houston, San Antonio/Austin, Waco/Temple/Killeen, and Dallas/Fort Worth markets.

Position Overview:

Oldham Goodwin is looking for a qualified intern to join our marketing team for spring and/or summer 2020. Our marketing department develops effective promotional materials and implements advertising, marketing, and communications programs for the company and its divisions in order to build brand awareness, increase sales and ensure clear communications regarding a variety of matters. This internship offers considerable opportunities to leverage and develop skills in graphic design, digital marketing, social media, communications, branding and project management.

Duties & Responsibilities:

- Assist in the creation and editing of marketing collateral and content for company and all of its divisions; this may include flyers, banners, Constant Contact emails, outdoor signage and paid advertising mediums such as Facebook Ads, Google Ads, print, radio or television
- Provide support to social media efforts for a variety of accounts and platforms (Facebook, Twitter, LinkedIn, Instagram, and other online communities)
- Assist with managing the content of our company website and subsidiary sites to ensure that they are current, dynamic, and relevant
- Order various materials for marketing collateral such as flyers, business cards, postcards, promotional products, etc.
- Collaborate with marketing and other divisions to create new ideas for campaigns to support company efforts and goals
- Assist with project coordination
- Help plan and participate in special company events or meetings
- Support the marketing team in daily administrative tasks
- Perform any additional responsibilities as requested or assigned

Qualifications:

- Enrollment in a Bachelor's degree program required (marketing, advertising, communications, or another relevant field)
- Familiarity with social media strategies and platforms
- Creative and graphic design skill preferred; basic knowledge of Adobe Creative Cloud, including InDesign, Illustrator, and Photoshop

- Excellent writing, communication, and presentation skills
- Basic knowledge of print and digital production
- Ability to multi-task and take initiative
- Flexible work schedule
- High degree of organization, attention to detail and level of professional conduct; self-starter, ambitious and multi-tasker
- Ability to work effectively under pressure and to tight deadlines
- Must be upbeat, take initiative, dependable, works well within a team and independently