**Social Media / Marketing Intern – John L. Scott Real Estate**

Overall Job Description: The Social Media Intern is responsible for coordinating and executing the company’s social media strategy, working across key social media channels including but not limited to Facebook, Twitter and LinkedIn for a highly successful Real Estate Team. They will be responsible for contributing to website redesign projects, assisting in press and media alerts, provide marketing support.

Key details:

- Intern needs to be available 10 to 20 hours a week

- Flexible Schedule

- Pay: $15/hr

The intern will work closely with key members of staff, clients, and support members to learn about social media, digital communications and marketing in a business to business environment. This role will be instrumental in increasing our social media presence and gaining visibility for our brand.

* Assist with streamlining company social media accounts (e.g. Facebook, Twitter, LinkedIn, YouTube, and other social media platforms), ensuring uniform content and tone of voice for landing pages, graphics, and other elements within the communities. (under supervision)
* Increase the number of followers we have on sites by following and engaging with current potential clients.
* Posting updates to the Company LinkedIn account.
* Use LinkedIn polls and surveys to build our social media footprint and reputation.
* Liaising with staff internally to ensure that their company profiles are accurate and up-to date.
* Posting updates to the Company Facebook account.
* Build Facebook ‘likes’ by approaching potential clients and candidates through other social media channels and email marketing campaigns.
* Maintain a monthly social media calendar and track growth
* Supervise one email blast per month with relative information

Qualifications of Intern

* Excellent written and communication skills
* Familiar with key social media tools
* An entrepreneurial spirit
* Excellent attention to detail
* The ability to work in a high stress environment with a team

**To Apply, contact:**

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