



## **Creative and Marketing Intern**

Do you like applying your creativity to the business world? Are you an aficionado of high quality, dynamic content punctuated by great presentation and design? Want to join an innovative, entrepreneurial, and forward-thinking family of firms while broadening your skills? If so, an internship with the Creative team at CRC might be a great fit for you.

More specifically, we're looking for a full-time Creative and Marketing Intern with 0-2 years of experience to join our never-boring, team-oriented, and fun work environment. Whether you're passionate about marketing, corporate communications, graphic design – or like to do a little bit of everything – at CRC, your only limit is yourself.

We'll be enlisting your help in day-to-day projects involving online/print/social media, internal and external communications, awards/rankings, media relations, events, proposals/presentations, and other property and company promotion. If that sounds overwhelming, consider this: we have the talent and tools to develop your portfolio AND further your career. From creating business cards in InDesign to writing an attention-grabbing press release, we've got you covered.

## **Essential Duties**

As a Creative and Marketing Intern, you could be:

- Developing and implementing creative outreach and leasing campaigns for apartment properties, including guerilla marketing tactics, social media contests, referral programs, renewal strategies, resident retention events, and advertising;
- Implementing and maintaining postings and uploads for strategic social media initiatives and interpreting Google analytics reports;
- Assisting with copywriting, layout, and distribution of internal and external communications including customized brochures and print materials for new business development, press releases, advertisements, brand identity materials, and company-wide intranet postings;
- Printing, assembling, and packaging internal brochures, award submissions, proposals, presentations, media kits, and other marketing collateral;
- Identifying, maintaining, and performing periodic updates across several corporate websites;
- Soliciting, art directing, and managing project photography and associated photo/video shoots;
- Assisting with event planning and management of annual trade shows, recruiting presentations, company-wide meetings, groundbreakings, ribbon-cuttings, and charity events;

- Maintaining accurate company statistics and databases of project information, awards, rankings, proposals, photos, quotes, and letters of recommendation; and
- Performing general administrative tasks including data entry, mailing, copying, faxing, vendor management, invoice processing, storage management, and other support as needed.

### **So, Are We a Match?**

We are if you're in the process of completing college or are an entry-level college graduate with a positive attitude, a demonstrated work ethic, and a passion for learning. We are if you're open to handling a wide range of marketing and administrative responsibilities; are highly organized, comfortable handling multiple high-priority tasks, and capable of interacting effectively with high-level/senior leadership; and have the ability to write well.

Though all applicants are welcome to apply, we give special consideration to candidates who are marketing, journalism, graphic design, or communications majors, and/or have a demonstrated entrepreneurial spirit. Property management, real estate, construction, architecture, or engineering interest is also a plus, as is familiarity with Microsoft Office and Adobe Creative Suite.

### **About Us**

At CRC, we have a simple guiding principle, one that grew organically from our more than 100 years of making big things arise from good ideas: leave whatever we touch better than how we found it. We believe that business can be a powerful tool to tackle some of the world's most pressing social challenges. Both in and out of our legacy fields of real estate development, management, and finance, our people are empowered to think big, collaborate, and create lasting positive impact in communities near and far. For more information on CRC, visit [www.crccompanies.com](http://www.crccompanies.com) and [www.crcpartnersllc.com](http://www.crcpartnersllc.com).