<table>
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<tr>
<th><strong>Job Title</strong></th>
<th>Marketing and Creative Intern</th>
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<tbody>
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<td><strong>Reports to:</strong></td>
<td>Marketing Manager, Creative Coordinator, and Marketing Coordinator</td>
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<tr>
<td><strong>Job Summary</strong></td>
<td>This intern will assist with the day-to-day functions of Island Realty's full-service marketing department. He or she will gain hands-on experience in the field of hospitality marketing, with responsibilities ranging from photography and creative writing to graphic design and social media marketing.</td>
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| **Key tasks and responsibilities** | • Capture, edit, and upload property photos to Island Realty’s website and property management software. Some travel within the Charleston area may be required.  
• Write and edit posts for Island Realty’s blog.  
• Attend marketing team meetings and contribute fresh ideas for new marketing initiatives.  
• Write and edit property descriptions for Island Realty’s website.  
• Assist with social media marketing (Facebook, Google+, Twitter, Instagram).  
• Write and edit content and images for company newsletter.  
• Assist with event planning (company functions, community events, etc.).  
• Assist with administrative duties and data entry.  
• Log and record data for marketing research and MLS prospecting use.  
• Perform related and other special duties as required or directed. |
| **Minimum Qualifications - Education and Experience** | • Current college junior or senior  
• Preferred major: communications, marketing/ business administration, hospitality, digital communications (graphic design/ photography) or other related field  
• Must have experience using Adobe Photoshop, additional experience with Adobe Creative Suite (Illustrator, InDesign) strongly preferred  
• Photography experience required – taking photos, editing, filing, and uploading to online databases  
• Experience with social media marketing for a business, especially Facebook, Twitter, Instagram, and Google+  
• Hospitality industry/ customer service experience preferred |
| **Minimum Qualifications - Knowledge, Skills and Abilities** | • Creative writing skills required. Able to write per MLA/APA style requirements.  
• Must be detail-oriented, with excellent written and verbal skills  
• Ability to work well in a fast-paced environment, both alone and with a team  
• Must have own transportation  
• Ability to handle multiple projects under tight deadlines  
• Ability to prioritize tasks and communicate progress to supervisors regularly  
• Ability to work while establishing and reaching individual, department, and professional goals  
• Ability to work as part of a team or partnership with a variety of staff members, external partners and vendors  
• Ability to think logically and analytically in a problem-solving environment  
• Excellent customer service skills |
- Willingness to take on administrative and overflow tasks for the marketing department
- Positive, can-do attitude
- Exhibit professionalism in and outside office by upholding standards of punctuality, sense of urgency, respect for office and co-workers
- Commitment to excellence. No job too big, no job too small.
- Ability to sit, stand, and lift objects up to 30 lbs.

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<tr>
<th>Application Information</th>
<th>Please submit the following application requirements to <a href="mailto:HR@IslandRealty.com">HR@IslandRealty.com</a> by September 5, 2014:</th>
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<tbody>
<tr>
<td>- Cover letter</td>
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<td>- Resume</td>
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<td>- Portfolio with examples of relevant past work</td>
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ISLAND REALTY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.

| Hours and Compensation | Minimum of 10 hours a week, maximum of 20. Continuation of internship through next semester is preferred. This position is available to complete for course credit and a stipend will be disbursed to the intern at the end of a successfully completed internship at close of the semester. |