

DEODATE is regarded as one of the best boutique management consulting firm in Real Estate Strategy in California. We have the pleasure of advising some of the most visible companies and government agencies on truly transformative growth, development, and infrastructure projects.

We seek a marketing intern that will assist in the areas of Marketing, Brand Development and Research. This includes promoting DEODATE and its clients via newly established social media channels, draft marketing email campaigns, manage client and prospect databases as well as assist DEODATE agents with marketing material on proposals and/or listings.

Interns will gain valuable, hands-on experience working in a lucrative and growing field with high-profile clients from across the corporate, government, and non-profit spectrum. Additionally, interns will often work closely with DEODATE executives. Past clients include: Coca Cola, Exposition Park (Banc of California Stadium, Science Center, Coliseum, etc.), Metro Gold Line, GEARYS Beverly Hills, the Metropolitan YMCA of Los Angeles, amongst others.

This is a part-time position starting at \$12 an hour with flexible schedules (12 hours minimum, 18 hours maximum). Interns will report to our Pasadena office.

## DUTIES AND RESPONSIBILITIES

- Aiding in the creation and execution of various online and direct mail marketing programs directed at our core client base
- Learning to identify customer needs and industry trends to make strategic recommendations for marketing programs
- Learning to assess market opportunity in key geographic areas domestically, competitive landscape, customer needs and positioning
- Scheduling travel arrangements, preparing detailed itineraries
- Maintaining the client database
- Drafting correspondence and assisting in producing marketing presentations, materials, meeting agendas, relationship summaries, and other documents as necessary
- Support day-to-day marketing operations including campaigns and database activity
- Create materials for correspondence, presentations, reports and marketing collateral
- Monitor and maintain social media presence
- Support current team members in various responsibilities, as assigned

## REQUIREMENTS

- Must be currently pursuing or planning to pursue a business, real estate, marketing, or communications degree (undergraduate or graduate) at a 4 year university
- Excellent writing and communication skills with little editing required
- Ability to manage and grow social media presence, tracking growth through analytics

- Exemplary communication and relationship skills (verbal and written)
- Ability to learn new marketing technology quickly
- Comfortable with entire Microsoft Office Suite and Google Business Products
- Thorough knowledge of Adobe Reader and Acrobat
- Design capabilities a plus

#### PREFERRED SKILLS

- Adobe Creative Suite
- Salesforce knowledge
- Basic HTML
- Experience with email marketing software ex. MailChimp
- Deep understanding of Social Media platforms: LinkedIn, Twitter, Instagram, etc.

#### PERKS

- Networking opportunities with professionals from high-profile corporations and partners
- Help with job placement post-graduation
- Weekly mentoring meeting with executive management for questions, advice, and guidance you may have on college, business, career, etc.
- Letter of recommendation and reference for fellowships, scholarships, and future employment

www.DEODATECORP.com