



JAIR LYNCH

REAL ESTATE PARTNERS

MARKETING INTERN JOB DESCRIPTION

Primary Function

Jair Lynch now hiring for an energetic and self-motivated Marketing Intern to support the firm in all aspect of marketing, branding, and communications. In addition to assisting with a firmwide marketing strategy update, the Marketing Intern will also be primarily responsible for the day-to-day development of promotional material including marketing collateral, website updates, press releases, and other branded material. The Marketing Intern must be able to work efficiently in a fast-paced, multi-task environment with competing priorities and multiple project relationships.

This is a full-time position that will be compensated competitively. Please send all inquiries to info@jairlynch.com.

Duties & Responsibilities

- Develop and maintain a comprehensive library of marketing collateral, including but not limited to firm brochures, project profiles, personnel bios, and work stats
- Assist with updating marketing strategy firmwide, generating content, and tracking analytics
- Maintain timely updates of activity across all teams on company website and media channels
- Draft and coordinate production of press releases
- Assist with the production of responses to Requests for Proposals, presentations, and other marketing deliverables as needed
- General marketing and administrative support to the Business Development and Project Execution teams as necessary

Qualifications

- Either completed and/or working towards a bachelor's degree
- Excellent verbal and written communication skills
- Outstanding multitasking abilities; able to juggle multiple assignments at once
- Strong familiarity with relevant software including Microsoft Office, Adobe Creative Suite (particularly InDesign), and Google Analytics
- High degree of organizational skills and problem-solving ability
- Respect for details and ability to execute them at a high level without micro supervision.
- Demonstration of some relevant experience or interest in real estate or economic development is a plus, but not required