



SOCIAL MEDIA INTERNSHIP JOB DESCRIPTION

Coldwell Banker Distinctive Properties is seeking a Social Media Intern for our Corporate Services Marketing Team, based in Grand Junction, Colorado. We are looking for a creative and detail-oriented individual to drive growth and visibility across our social media platforms. The ideal candidate for this position will work effectively with a team to develop and implement social media plans to support the recruiting and lead generation efforts of Coldwell Banker Distinctive Properties and Coldwell Banker Commercial Prime Properties.

Job Responsibilities:

- Work closely with our Marketing Content Specialist to create and post engaging content to each of our company social media accounts
- Assist with the creation and posting of content designed to help agents grow their social media presence
- Provide weekly tracking reports with social media analytics
- Support the Marketing Department with creation of marketing materials, web enhancement efforts, and other projects as assigned

Desired Skills:

- Excellent verbal and written communication skills
- Attention to detail
- Graphic design skills a plus

The above Job Definition / Description is not all inclusive and may also change from time-to-time in order to meet the company's overall marketing plan. Reports to Marketing Manager.

Please submit resume to:

Carrie DiPilato, Marketing Manager

carrie.dipilato@coldwellbankersv.com

970-549-0663