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- * Ability to work independently but receive direction well
 - * Thorough knowledge of Microsoft Word and PowerPoint
 - * Working knowledge of Excel
 - * Ability to quickly learn and adapt to new technology
 - * Organized, flexible, self-motivated, efficient, reliable, eager to learn
 - * Ability to turn complex financial concepts into pithy content for social media platforms is a plus
 - * Financial services industry experience (including internships) preferred, but not required

ABOUT OUR FIRM

The CENTURY 21® brand received the highest numerical score among full service real estate firms for first-time and repeat home/commercial buyers and sellers in the proprietary J.D. Power 2014 Home Buyer/Seller StudySM. Study based on 4,800 total evaluations measuring 5 firms and measures opinions of individuals who sold a home in the past 12 months. Proprietary study results are based on experiences and perceptions of consumers surveyed March 2014 - May 2014.

HOW TO APPLY

Please email a cover letter telling us why you are interested in this internship. Include your ideal work schedule and length of commitment you can make to our firm in your cover letter, and send us your resume. We prefer attachments to be sent in PDF format. Include "Internship -- Social Media Marketing" in the subject line of your email. No phone calls, please.

We look forward to hearing from you!