

## JOB DESCRIPTION

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<b>Position Title</b>	Marketing/Specialty Leasing Summer Intern
<b>Reports To</b>	Marketing Team
<b>Location</b>	Chicago, IL
<b>Apply</b>	<a href="mailto:internship@shopcore.com">internship@shopcore.com</a> ; <a href="http://www.shopcore.com/careers">www.shopcore.com/careers</a>
<b>Application Deadline</b>	March 1, 2018

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**Position Summary:** ShopCore Properties is seeking a Marketing/Specialty Leasing Intern to join its Marketing team in the Chicago office for Summer 2018. The Marketing/Specialty Leasing Intern will primarily focus on marketing initiatives to maximize property level brands through a number of different platforms to include social, digital, print and events. Throughout the course of the internship, each intern will work with an assigned project lead to complete an assignment that is pertinent to one of the ShopCore departments. Project findings will be summarized in PowerPoint and presented to the senior executive leadership team in a 20 to 30-minute presentation.

### **ESSENTIAL JOB FUNCTIONS**

1. Assist with all social media efforts, creating editorial calendars and promotions for property level marketing accounts for Q3 and Q4
2. Evaluate and audit all website content for property level and corporate websites
3. Assist with ICSC trade show planning for Q3 and Q4
4. Manage all Google and Yelp listings for all properties
5. Assist on any special projects for Specialty Leasing

### **ESSENTIAL JOB REQUIREMENTS**

#### **Education & Experience:**

Enrolled full-time and pursuing a Bachelor's degree in Marketing, Communications, Public Relations or Business

3.5 or above GPA

Entering your Junior or Senior year (2019 and 2020 graduates)

#### **Required Skills:**

1. Intermediate knowledge of Microsoft Office Suite and Creative Cloud; InDesign experience is a plus, but not necessary
2. Knowledge of MailChimp, Facebook advertising, Google Analytics, Word Press
3. Ability to multi-task and manage shifting priorities and deadlines, with attention to detail and an ability to work both independently and in a team environment
4. Must be able to effectively handle multiple projects simultaneously in a deadline driven environment
5. Self-motivated and self-directed
6. Positive attitude and willingness to learn
7. High degree of integrity

### **WORKING CONDITIONS**

Work performed in a general office environment.

**Limitations and Disclaimer:** This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of ShopCore Properties. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility. The Company remains an "At-Will" employer. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities.