



## Intern for Jason Glast Group

This position will work remotely and directly with Director of Operations (DO) and Marketing Director (MD) for Jason Glast Group (JGG)

### Listing Assistance

#### Preparing for Listing Presentations

Print and bind Listing Presentations for (JGG) agents.

Ensure they are the most recent version, by working with MD.

#### Preparing for Sale

- Reach out to the Home Owners Association (HOA), if applicable, and ask about signs, rules for Open Houses, guard gate etc.

Digital Photos:

- Download ALL photos to Dropbox.
- Download approved and arranged photos to PBC Link.
- Download approved and arranged photos to our website.

Assistance in placing listing on MLS:

- Create Offer Instructions
- Ensure the Supra and/or lockbox gets placed onsite. (in coordination with the DO)
- Ensure the Supra information gets sent to PBC.
- Order FOR SALE sign for new listing via PBC Link

When the home is online:

- Help prepare everyone for Open Houses (sign in sheets, signs, brochures, cards and food/drink if applicable).

When any homes go under contract (for buyers or sellers):

- Place the relevant dates in the DO, and agents calendar.

- Option Period Ends, Third Party Financing ends, Closing Date

**Changes in Status for Listings:**

- Inform MD of price change/sale or cancellation.
- Schedule sign and Supra pickup with PBC

**Special Event Coordination:**

- Assist the Marketing Director with special events as needed.

**General Marketing:**

- Assist with bi-weekly team meeting prep. Printing materials or agenda prep.
- Run errands if needed. IE pick up mail, keys etc.
- Work on team's Sphere of Influence (SOI), which are excel contact lists.
- Help DO organize an email library.
  - IE for new listings
  - IE for contractor work to be done.
- Expand our list of contractors.

**Experience Required:**

Knowledgeable with the Microsoft Office Suite. Calendar maintenance experience preferred. Ability to work independently.

**Hours:**

Part time. Will work around the students schedules.