

NC REALTORS® Job Description

Title of position: Member Engagement Intern

Description of position: Assist the Member Engagement and Business Development Teams (Events, Education, Business Development) of with assorted administrative tasks. NC REALTORS® - a statewide trade organization of more than 43,000 members. The position is based out of our Greensboro headquarters office. Estimated start/end dates of mid-May through late July. This position is a temporary, part-time position with a flexible work schedule of 20 hours per week.

Responsibilities to include but not limited to the following ...

- Support team with administrative tasks
- Assist with registration process
- Send confirmations to registered attendees
- Assist with advanced meeting prep – packing, name badges, signage, copies, rosters, etc.
- Assist with post-meeting wrap up – unpacking, etc.
- Answer event related phone calls as needed
- Prepare tent cards, speaker folders, etc.
- Prepare convention staff notebooks
- Additional tasks as needed

Qualifications:

Exceptional organizational skills are required, as are all computer competencies expected from anyone interested in achieving success in the communications, marketing and public relations fields. A dedication to member service, problem solving and working within a team framework to achieve goals and objectives is a must.