



Brooks Resources Corporation

Position Description

Marketing Intern

Bend, Oregon

Brooks Resources Corporation is one of Central Oregon's oldest and most respected real estate development companies. Since 1969, Brooks Resources has built master-planned, mixed-use neighborhoods, luxury residential neighborhoods and vacation resorts, as well as commercial campuses and mixed-use buildings. Brooks Resources is committed to the preservation of the natural environment around development, positive, thoughtful growth and giving back to the community it serves. Our team members have an average of 20+ years with the company, reflecting a strong and unique corporate culture that fosters connection, transparency, and inclusivity.

Brooks Resources is currently seeking a Marketing Intern. This seasonal, temporary position is a paid internship that seeks to provide valuable learning opportunities and work experience for a candidate looking to enter a marketing career. Brooks Resources will work with the Marketing Intern to assist in gaining credit through an accredited University program, if applicable and readily available. The position is flexible to accommodate summer break schedules, if applicable, with ideal timing of a 3-month position between the months of May through October.

Brooks Resources believes in nurturing a culture of belonging and allyship as guiding principles for how we live and work together and operate our company. To that end, we encourage women, BIPOC, veterans and persons of all abilities and sexual orientations to apply. We seek candidates who will contribute to the diversification and enrichment of ideas and perspectives.

I. Prerequisites

Strong oral and written communication skills required. An understanding of computer programs including Microsoft Word, Excel and PowerPoint is required. Advertising, marketing, public relations, and research experience preferred but not required. Experience with graphic design programs such as Adobe Illustrator, InDesign, and Photoshop a plus. Experience with web content management systems is also a plus. Must be willing/able to work flexible hours including occasional evenings and weekends, with ample notice given (maximum of 2-3 instances per month). Must provide own transportation, provide proof of insurance, and have a valid driver's license for occasional errands and meetings. The Marketing Intern must be reliable, motivated, and able to work independently at times.

II. Major Functions

The Marketing Intern will work daily with and report to the Director of Marketing. The Intern's major role will be to assist with coordination, production and delivery of marketing and advertising materials and programs, as well as assist with event planning and execution.

III. Accountabilities

1. Assist in the development and delivery of email marketing campaigns, including content creation and copywriting.

2. Assist in the development and implementation of social media campaigns, including content creation and copywriting.
3. Assist with the coordination and marketing efforts for various special events.
4. Assist with the monitoring of all Brooks Resources' websites and coordinate content updates with the Director of Marketing.
5. Work with consultants and assist with marketing communications reporting to project teams on a monthly basis.
6. Participate in team strategy and update meetings.
7. Conduct market research projects as needed.
8. Provide media planning assistance and coordinate the delivery of ad materials.
9. Assist with the development of new branding projects.
10. Assist marketing department with pick-up and delivery of marketing materials, and perform errands as needed.
11. Develop and maintain an inventory system for branded promotional merchandise.
12. Other duties as assigned.

IV. Compensation

\$18/hour, based on a 40-hour work week; mileage reimbursed at current IRS rate
This is an in-office position and not available for remote work.

V. Timeline

Position Posted – 3/24/22
Position Closes – 4/22/22
Finalist Interviews – 5/4/22
Applicants Notified by 5/9/22

Brooks Resources is an Equal Opportunity Employer.

March 2022