

Marketing/Design Intern

Burlingame, CA / Remote

Position:

Slatt Capital seeks a creative, articulate, and motivated marketing and design associate. You will assist the Marketing Director with the development, production and implementation of a wide range of marketing graphics and digital media tasks including website updates, social media messaging, and print design.

The Company:

Slatt Capital is a long-standing privately held and respected institution with more than 50 years of experience in commercial mortgage banking. Slatt Capital has diverse correspondent network with several of the most prestigious lenders in the country, providing custom-tailored solutions for borrowers' needs. In addition to a powerful track record of loan origination, Slatt Capital also services over \$4.6 billion in loans.

Job Duties:

- Help draft and edit copy utilized in brand messaging across all platforms
- Design impactful social media messages for the individual producers and corporate brand
- Aid in the development of updated company brand messaging
- Running the daily social media accounts alongside Marketing Director on LinkedIn, Instagram, Twitter, and Facebook
- Using Adobe Creative Cloud to create new and edit existing templates to aid in daily brand materials and messaging
- Help plan and develop brand materials for conferences and company events
- Develop visually compelling sponsorship and advertisement materials
- Work towards reaching specific goals and metrics pre-determined by the company's marketing strategy

Skills & Requirements:

- Strong knowledge of Adobe Creative Cloud software—most notably InDesign, Illustrator, and Photoshop
- Strong knowledge of Microsoft Word, PowerPoint, and Excel
- Comfortable with the daily working on modern social media platforms
- Internal and external customer relations skills
- Verbal and written communication skills including excellent business writing, editing, and proofreading skills
- Effective and responsive telephone etiquette
- Strong organizational skills with the ability to prioritize and manage multiple tasks in a timely and thorough manner
- Ability to work well within a small team and communicate clearly with others

Schedule: 15-30 hours/week

Compensation: Hourly rate based on experience

Send Resume to: jobs@slatt.com

