

# Vincent Properties- Real Estate Agency

## Student Internship Opportunities - 1 Writing/Blog Content Development Internship

**About our Organization:** Vincent Properties is a family owned and operated real estate agency located in Historic Downtown Blowing Rock, North Carolina. Started by Jay Vincent, currently operated by his son, Chad, Vincent Properties is proudly celebrating providing over 40 years of real estate expertise and professionalism to all The High Country! Being voted the BEST of the Best 3 years in a row, our agents and staff strive to provide excellent customer service with honesty, integrity and professionalism.

Although our office is in Blowing Rock, we serve all of the High Country, including Boone, Seven Devils, Banner Elk, Vilas, Valle Crucis, plus Avery and Ashe County! As a top producing agency, we have become experts in dealing with timely sale of homes, investment properties, land and farms, and commercial properties! Our office includes: Real Estate Agents and Brokers, Administrative Staff and Marketing Team.

**Internship Description:** Students who apply for our internships will have a chance to learn how to plan, develop and produce writing skills, blog content and other forms of media. All applicants for the internship are treated as an employee and will have the same expectations as a new employee (background and reference checks). This internship is designed for the intern to experience multiple disciplines or the chance to focus on a specific discipline that our organization provides. We may also be able to discuss additional duties in coordination with the learning goals and objectives for the student's major. Duties of the intern will consist of but not be limited to: office duties, documentation, and client interaction- along with the planning, research and development of video project. Internship duties will vary according to each specified major and student interest.

Preferred Skills for Internship Applicants:

- Strong communication and personable skills
- Ability to handle multiple assignments and organize steady workflow
- Maintain confidentiality of sensitive information
- Ability to adapt to change of work environment
- Strong willingness to work and learn
- Be an enrolled students earning academic credit for their internship experience

**Who Should Apply:** Student with a strong sense of ambition to get their foot in the door in the business world. Both undergraduate and graduate level students are welcome to apply. This internship is likely to be of particular interest of students pursuing degrees in writing, marketing, and business. Internship hours will vary on the total required hours for student internships. Work will generally occur between the hours of 8:30 am- 5:30 pm; there is some flexibility for different hours based on student's schedules.

**How to Apply:** Email a cover letter, current resume and contact information for three references to the Marketing Director, Ms. Shalamar Blevins, at [Shalamar.VincentProperties@gmail.com](mailto:Shalamar.VincentProperties@gmail.com). Interviews will follow. Interested applicants may call Shalamar Blevins with questions or for further information at 828-295-0700