



222 West Adams Street, Suite 3150, Chicago, IL 60606 | 312.279.7305 | www.renovofinancial.com

Position: Social Media & Event Planning Intern

Who We Are:

Renovo Financial is a rapidly-growing Chicago-based private lender serving real estate investors who acquire and renovate single and multi-family residential properties. We pride ourselves on supporting clients by providing unparalleled service, from the loan application through payoff. Renovo's reliability and "win-win" solutions-oriented approach is just one reason why our repeat and referral rates far exceed the industry average. Renovo was honored to be named one of Crain's 50 fastest-growing Chicago companies.

Position Summary:

We are looking for a Social Media & Event Planning Intern based in the Chicago area. In this position, you will play an essential role within the marketing team to produce customer communication campaigns across a range of social media channels (Facebook, Twitter, LinkedIn and Instagram), as well as help plan and facilitate events for our Lending Officers in various markets across the U.S.

In this role, you won't just be delivering coffee (although you'll probably be drinking a lot of it). You will perform a variety of design and marketing tasks, which require knowledge of design tools like Adobe CC and/or Canva. You will have a strong knowledge of event planning best strategies and will be able to implement these strategies efficiently and effectively. You will be working directly with a team of Lending Officers in various markets across the United States, and will need to be able to provide materials as needed.

Job Requirements:

- Pursuing a bachelor's degree in Social Media Design, Event Planning, or related field
- Hands-on experience creating graphics for social media and event planning.
- Experience managing a variety of social media channels (Facebook, LinkedIn, Instagram, Google Ads)
- Knowledge of design tools, such as Adobe CC and/or Canva is a strong plus
- Experience working within WordPress and/or HubSpot is a strong plus
- Excellent written and verbal skills in English. Spanish is a plus
- A shareable portfolio of previous work is preferred
- A desire to get to work and learn from experience!

Responsibilities:

- Create social graphics, emails, print materials and direct mail pieces to support our brand and our Loan Officers
- Communicate weekly with our team of Loan Officers to provide personalized marketing materials to help them grow their businesses, without straying from Renovo's brand guidelines
- Follow rigorous QA processes to ensure flawless delivery of all assets
- Ensure on-time and problem-free event launches by partnering closely with the sales and lending team to understand event deliverables and timelines
- Make appropriate design decisions about line breaks, text size, positioning, contrast, alignment, etc.

Behavioral Characteristics:

- **Self-Motivated:** You take stuff on without waiting to be told what to do
- **Positive Attitude:** You approach situations with a proactive and positive attitude
- **Determined:** You stay on course even during difficult assignments and you crave opportunity for advancement
- **Team Player:** You believe that to be successful you need to leverage and trust your team. You lead by example.
- **Creative:** You always seek to find and create new and interesting designs and strategies
- **Attention to Detail:** You DO sweat the details. You have a sharp eye for catching typos and alignment issues.