

Prime Realty Bilingual Intern (Spanish)

Prime Realty



Prime Realty LLC is a real estate agency in Fredericksburg with Prime Realty VA and the nearby area, providing home-buyers and sellers with professional, responsive and attentive real estate services. Ms. Pia Contreras -Sanchez, co-director of Prime realty is also part of the Board of Directors of the Fredericksburg Area Association of Realtors.

Job Description: Prime Realty is looking for a Marketing/Communications Intern to boost the visibility of the agency through the improvement of its website particularly to Spanish speaking clients. This position is for an individual who is able to communicate in oral and written Spanish. Responsibilities could include:

- Translating to Spanish the newsletter as well as the different contents published on the website
- Updating website content
- Creating social media content and printed materials in Spanish

Job Qualifications:

- Strong writing/editing skills in Spanish
- Ability to speak in Spanish
- Attention to detail
- Interest and familiarity with web design and social media
- Must have ability to work independently and as part of a team

Location and Hours:

- Position will be located at the Prime Realty headquarters in Fredericksburg, with possibility for remote work as well.
- Hours will vary depending on individual's schedule, availability and how many college credits they seek.

To apply:

Submit a resume and cover letter to pia@primerealtyva.com