Keller Williams Realty International Research Department Intern

Job Description

The research department creates the Chairman of the Board’s keynote speech at the company’s annual convention on the state of the economy, the real estate industry, how it impacts real estate agents, and what they should do to generate business in the coming year. The audience is KW associates (real estate agents).

Responsibilities will include:
- Assist in gathering economic and industry data including, but not limited to: gross domestic product, consumer price index, unemployment, home price, home sales, housing inventory, month’s supply of housing inventory, mortgage rates. This involves maintenance of files and spreadsheets.
- Analyze information, identify key trends, and write a concise statement regarding its relevance
- Create graphs and enter information into a Keynote presentation

Each month, the research department creates a report on the state of the real estate market and how current government and economic factors impact key industry metrics. The report is used as a newsletter and is sent out to by KW associates to 2 million consumers. The audience is consumers.

Responsibilities will include:
- Gathering economic and industry data
- Maintaining spreadsheets
- Creating graphs
- Writing a concise statement regarding its relevance to consumers
- Verifying accuracy of previously prepared content
- Coordinating with the video production department to provide monthly statistics and verify accuracy of data in videos

An internship with the Research department will provide experience with the following:
- Collecting and analyzing economic and real estate industry data
- Communicating complex economic concepts into concise and easy to understand statements without over simplifying or talking down to two distinct audiences
- Assist in writing a C-Level Executive’s speech

Desired Skills and Experience:
- Pursuing a degree in business, economics, statistics, or communications
- Excellent written communications
- Ability to understand and explain complex concepts
- Flexibility
- A desire to learn
- Required Software: Excel, PowerPoint, Word, Keynote
- Knowledge of SPSS, and advanced knowledge of Excel is a plus
- Must receive course credit for this internship

If interested, please send resume to Kaitlin Merchant at kaitlin.merchant@kw.com.