



## APARMENT LIST <> NFLPA EXTERNSHIP OVERVIEW

Are you ready? The time is now! Welcome to Apartment List, where we believe that everyone deserves a home they love! At Apartment List, our goal is to provide you with a comprehensive game plan that will contribute to your success. You'll learn the ins and outs of working for a two-sided real estate marketplace. Further, you'll have the opportunity to collaborate alongside "ready-to-mentor" team members and learn a variety of corporate skills, all while submerging yourself into our enthusiastic company culture!

## OUR CORE VALUES

**Go Beyond:** Challenge each other daily to raise the bar for success. Lead us to new and better places. Invent the playbook for what's next.

**Find a Way (or Make One):** Push adversity to the side and own the outcome from beginning to end. Make success happen through you, not failure to you.

**Attack the problem:** Act. Never hide. Anticipate issues before they become problems. Roll up your sleeves and get the right thing done, right now.

**Make Customer's Smile:** Bring pride and joy to both sides of our marketplace. Create more value every day to make our industry better.

**Succeed and Fail Together:** Live to make everyone around you better. Celebrate the team for taking risks and trying new things (even if they don't always work). Welcome new thinking and approaches that are different than your own.

**Create Hygge:** Build a welcoming place where everyone belongs. Do what's right without being asked or told. Be endlessly helpful to your team members, co-workers, customers, and partners.

**Do the Right Thing (Not Everything):** Ruthlessly prioritize. Always. Focus on outcomes, not output. Play to win the long game.

## WHAT WE NEED & JOB RESPONSIBILITIES

Apartment List is seeking individuals who best exemplify its core values. You are self-motivated with relentless drive, eager to make an impact, and willing to become a "rookie" again. You possess the ability to be hands-on and work in a fast-paced environment. And lastly, you have an entrepreneurial spirit and are passionate about the real estate market and/or tech industry.

This opportunity is designed to truly integrate externs into the everyday fabric of the company and its culture. To ensure we provide the most fulfilling experience, each extern will report to our Head of Recruiting and work directly or cross-functionally with team members on our Sales, Finance, Marketing, People Operations and Social Impact teams on a rotating basis, depending on your personal interests.

# Apartment List

## FINANCE

- Gain hands-on experience and skills in a variety of areas such as financial analysis and reporting, financial planning, financial modeling, forecasting, and more.
- Must be proactive and take the initiative to drive tasks to completion
- Maintain a positive work atmosphere by communicating in a manner that is cooperative and supportive of customers and team members.

## MARKETING

- Work with internal stakeholders to understand the best ways market Apartment List and its consumer-facing products.
- Collaborate and assist with executing a marketing strategy for new products.
- Maintaining our brand presence across all social media platforms.

## PEOPLE OPERATIONS

- Assist with coordinating HR admin, in collaboration with a variety of cross-functional teams
- Support recruiting team by scheduling and conducting screenings, and scheduling and coordinating hiring manager interviews.
- Be an ambassador for Apartment List culture, initiate and manage projects that increase engagement, motivation, development, and retention.

## SALES

- Generate, build and grow relationships between Apartment List and rental properties.
- Work cross-functionally with all functions at Apartment List to ensure highly productive and performing results.
- Detail-oriented, competitive, have a “can-do” attitude and consistently take the initiative to make things better for your clients and your team.

## SOCIAL IMPACT

- Leverage internal and external relationships to enhance implementation of Apartment List’s social impact strategy (covering our workforce, workplace and marketplace).
- Partner with and support Marketing, Communications, Finance, People Operations and more to drive design and delivery of messaging for Home Bridge programs.

## CHECK THIS OUT

- [ABOUT APARTMENT LIST](#)
- [HOW WE DO IT](#)
- [HOME BRIDGE](#)

**What are you waiting for, APPLY TODAY!**