



Position Description

Position Title: Social Media Intern

Position Number: FAA012

Department: Marketing

Reports To: Executive Director

Stipend: \$100.00 per month

Passionate about marketing and seeking a new opportunity to learn more about nonprofits and building your portfolio? This might be the right opportunity for you. We are seeking a student intern to join our design team. Learn to become a rounded marketer with first hand agency experience.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- *Devote 10-15 Hours Weekly*
- *Manage Multiple Social Media Platforms*
- *Work in a Team (Family-Style) Environment*
- *Learn Skills to Grow as a Marketing Specialist*
- *Develop Your Personal Work Portfolio*

Minimum Training and Experience Required to Perform Essential Duties and Responsibilities

- *1 years of Marketing Experience (preferred)*
- *Able to Meet Weekly*
- *Must have Own Computer (Mac or PC)*
- *Must have access to marketing tool*
- *Strong understanding of social media trends*
- *Impeccable written communication skills*
- *Strong attention to detail*

Special Requirements

- *Take initiative — we know that the best work comes from doing what you love*

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