



## **SOCIAL MEDIA INTERN (UNPAID)**

### **Position Summary:**

This position is intended to provide qualified individuals with an opportunity to learn through experience while working with the Communications team at the Ada Jenkins Center. In this position, the intern will learn to apply the skills learned in school to a professional setting. The intern will gain a better understanding of how communications and social media play a vital role non-profits (fundraising, donor relations, volunteer recruitment and appreciation, event marketing etc.).

### **Duties and Responsibilities:**

- Liaise with program staff on communication needs, gather stories, photos and data.
- Work with community partners to communicate shared message.
- Draft and schedule social media posts for various platforms (Facebook, Instagram, Twitter, YouTube, LinkedIn).
- Edit current social media platforms to ensure content is dynamic and up-to-date.
- Ensure all social media content is on brand (utilizing current logo, mission and vision statement).
- Work on special projects for Communications team (creating social media campaigns for special events, annual giving appeals, volunteer appreciation month etc.).

### **Additional opportunities include:**

- Draft and design quarterly newsletters and e-communications.
- Edit and update organizational web site as needed

### **Preferred Skills:**

- Excellent communication and organizational skills
- Ability to accomplish projects with little supervision
- Willingness to use your own mobile device to take pictures and make social media posts.
- Familiarity with and appreciation for the mission of the Ada Jenkins Center

### **Requirements:**

- Must be 18yrs old.
- Must have a strong familiarity with varied social media platforms.
- Excellent oral and written language skills.
- Dependability and organization are a must.

### **Time Commitment:**

- 5 hours per week (can be flexed between in-office and remotely)
- Minimum of a 6 months commitment

To apply please send your resume and cover letter to Melissa Scott, Director of Volunteers at [Melissa.scott@adajenkins.org](mailto:Melissa.scott@adajenkins.org)

For additional information please contact Melissa Scott, Director of Volunteer  
[Melissa.Scott@adajenkins.org](mailto:Melissa.Scott@adajenkins.org)