

# **Social Media Intern**

**EXEMPT/NON-EXEMPT:** Non-exempt

**REPORTS TO:** Communication Specialist

## **SUMMARY**

This is a flexible internship requiring 8-16 hours a week and some weekends. This is an unpaid internship.

## **GENERAL DUTIES**

- Create content for posting through social media or email marketing channels
- Provide marketing collateral with fast turnaround (typically 2-7 days)
- Reliably communicate with Communication Specialist and other staff members who may have project requests
- Distribute marketing collateral in the community
- Maintain brand standards and Aggieldand Humane Society values in your work
- Other projects depending on intern's desired outcome

## **SKILLS/ABILITIES/OTHER REQUIREMENTS**

- Ability to work from home from own computer/own software
- Proficient in Microsoft Office applications
- Photography skills is a plus
- The ability to write clearly and accurately using proper grammar
- Creativity and willingness to try new approaches and receive constructive feedback
- Self-starter who is able to work well independently
- Must be able to work in a crowded, busy environment if necessary
- Able to work with the Aggieldand Humane Society team

## **EDUCATION/EXPERIENCE**

### Required

- High School Diploma

### Preferred

- Must be currently pursuing a degree in the Marketing/Communication field