

Internship Position Description: Social Media Intern

Neighborhood Industries is a nonprofit organization that prepares individuals for employment by providing on the job training and real-world work experience. Providing services to the chronically unemployed, low-income opportunity youth, and people receiving welfare benefits, Neighborhood Industries works to ensure that their program participants can transition from being recipients in their neighborhoods, to being contributors.

Position: Social Media Intern

Description: The Social and Digital Media Intern will play an active role in the development of Neighborhood Industries online presence and overall brand development. The intern will create and publish content for Neighborhood Industries various social media/digital platforms to help connect the public with our mission and promote events and programs.

Responsibilities: Working in the Development Department, under direction of Neighborhood Industries Marketing Manager:

- Update and monitor Neighborhood Industries social media accounts
- Create photo and video content of various activities at Neighborhood Industries
- Work within development department to produce content related to Neighborhood Industries events
- Design flyers, graphics, invitations, and other digital marketing materials
- Live social media coverage of specific informational and fundraising events
- Connect with program participants and other clients to effectively communicate the organizations mission
- Collaborate with staff to reach community organizations, the general public, and donors
- Complete other social media projects as assigned

Qualifications:

- Firm grasp of available tools and platforms in the social media space (Instagram, Tik Tok, Twitter, and Facebook)
- Completed or working toward a college degree, preferably in a related field (Marketing/Communication, Journalism, or Public Relations)
- Poses a working knowledge of Google Suite programs (Docs, Sheets, Calendar, Drive). Proficiency in Adobe Illustrator and Photoshop highly desired
- An effective communicator, both written and oral
- Self-motivated, organizational skills, detail-oriented, ability to prioritize and meet deadlines
- Enthusiasm for the mission of Neighborhood Industries and the people we serve

Duration: 15 Weeks: January 24, 2022 – May 11, 2022

Hours: 150 Hours: 10 Hours per week

Compensation: This is a **PAID** Position

Contact: jill@neighborhoodindustries.org to apply.