

**Internship Position Description: Social Media Intern**

**Position:** Social Media Intern

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

**Responsibilities:** Under the direction of the Neighborhood Industries Development and Communications Director:

- Update and monitor Neighborhood Industries' social media accounts
- Create photo and video content of various activities at Neighborhood Industries
- Work within the development department to produce content related to Neighborhood Industries' events
- Live social media coverage of specific informational and fundraising events
- Connect with program participants and other clients to effectively communicate the organization's mission
- Complete other social media projects as assigned

**Qualifications:**

- Firm grasp of available tools and platforms in the social media space (Instagram, TikTok, Twitter, Facebook and LinkedIn)
- Poses a working knowledge of Google Suite programs (Docs, Sheets, Calendar, Drive). Proficiency in Adobe Illustrator and Photoshop is 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:** 10 Weeks

**Hours:** 100 Hours: 10 Hours per week

**Compensation:** This is a **PAID** Internship Position at the rate of \$15.50/hour.

**To Apply for the position, please submit your resume and a writing sample to**  
[ricky@neighborhoodindustries.org](mailto:ricky@neighborhoodindustries.org)