



## **Intern - Social Media**

**Company** - Gold In September® (G9)

**Location** - opportunity to work remotely

**Position** - Unpaid

**Timeframe** - October - May

**Industry** - non-profit

### **Description -**

The social media intern at G9 will be instrumental in maintaining and growing our social media presence while increasing public awareness of the G9 mission.

Successful candidate will intern with G9, based in Delafield, WI. This is a part-time unpaid internship during the school year on a part-time basis for approximately 5-8 hours a week. (Some weekend monitoring and posting may be required.)

Specific duties include, but are not limited to:

- Monitor and engage on Twitter, Facebook, Instagram, YouTube, and LinkedIn
- Partner with G9 Marketing Communications Manager to develop G9 social content strategy for 2017-2018
- Report on quarterly analytics, including successes, learnings, and actions
- Post latest G9 news, upcoming events, #TakeActionTuesday, G9 happenings on Twitter, Facebook, Instagram and LinkedIn, in accordance with the social content strategy
- Follow relevant people and brands on Twitter, FB, Instagram and LinkedIn
- Drive online donations through FB and [www.goldinseptember.com](http://www.goldinseptember.com)
- Keep current on pediatric cancer news and pediatric cancer non-profit happenings to keep G9 engaged and active in relevant social conversations and happenings
- Create visually appealing and relevant graphic images to accompany social media posts
- Assist the G9 Marketing Communications Manager with any online marketing responsibilities
- Write Press Releases as needed
- Other projects as assigned

### **Qualifications:**

- 3.0 GPA or higher
- Excellent written and oral communication skills
- Well-organized, independent thinker, team player, entrepreneurial spirit
- Experience posting on Twitter, Facebook, Instagram, YouTube, and LinkedIn
- Passionate about Social Media, PR, and Philanthropy
- Must be comfortable with Microsoft Excel, Word, PowerPoint
- Possess strong written, verbal and creative skills
- Graphic design or public relations experience a plus

### **Benefits:**

- This is an unpaid part-time internship
- Estimated weekly hours are 5-8 (schedule is flexible, but most days will require a minimum of ½ hour)
- Intern will work remotely on his/her own computer
- Non-profit experience
- Exposure to marketing, program, and non-profit leaders
- An incredible opportunity to make a difference in the lives of children

Interested candidates should send resume and cover letter to Carol Burns at [carol@goldinseptember.org](mailto:carol@goldinseptember.org).