

Communications and Social Media Intern Job Description

Title: Communications and Social Media Intern

Sharp Again Naturally seeks a dynamic, self-starter to assist in communications and social media efforts. This internship is an excellent opportunity to experience various aspects of communications and social media while working for an innovative nonprofit organization whose mission it is to educate the public and medical community about preventing and reversing memory loss, dementia, and Alzheimer's Disease, and to advocate for new testing and treatment protocols.

The communications intern will be responsible for:

- Posting updates to social media platforms, including Facebook, Twitter, Instagram, LinkedIn, and YouTube, ensuring uniform content and tone of voice for landing pages, graphics, and other elements
- Increasing the number of followers on social media platforms
- Assisting in planning, writing and managing newsletters and e-blasts
- If necessary, making calls to current and potential newsletter advertisers
- Collaborating on new ideas, directions, and communication platforms
- Designing flyers, graphics, videos, and other marketing materials

Qualifications:

- Completed or working toward a college degree, preferably in a related field (e.g., English, Communications, Graphic Design, Visual Arts). Juniors and seniors in good academic standing only
- Firm grasp of available social media tools and platforms
- Previous internship or related experience in marketing or communications is a plus
- Must be computer literate (working knowledge of Microsoft Office products (e.g. Word, PowerPoint, Excel) Proficiency in Adobe, Photoshop, and MailChimp highly desired. Knowledge of HTML and graphic design a plus
- An effective communicator, both written and oral
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
- Interest in the mission of Sharp Again Naturally

Training Provided:

Intern will learn about the professional world of nonprofits and develop confidence and marketable skills in creating impactful, exciting print and social media content aimed at extending reach of agency. Intern will participate and gain an understanding of marketing campaigns as they relate to the organization's strategic plan. Intern will further gain skills in organization, prioritization, and time management.

To Apply: Please send a cover letter and resume to info@sharpagain.org. Work samples including graphic and writing samples, website, and portfolio clips are welcome and should be emailed to info@sharpagain.org.

Compensation:

This is an unpaid, credit-bearing internship.

Hours: 4 – 8 hours/week. Work is primarily done remotely; however, in-person attendance required as needed.

Start Date: January 2019. Position open until filled, requires semester-long commitment.