



## **Social Media Intern**

### **POSITION OVERVIEW:**

We are seeking an enthusiastic, passionate Social Media Intern to join our Marketing and Communications team. As a Social Media Intern, you will be working on developing and maintaining Shule Foundation's online presence through various social media channels: Facebook, Twitter, GooglePlus, LinkedIn, Pinterest, YouTube, Flickr, Instagram, and WordPress. Tasks include, but are not limited to: actively updating and maintaining the social media channels and calendar; writing/summarizing blog stories; creating and brainstorming content; creating a plan to enhance online presence and identify opportunities for growth. Time commitment is 10-15 hours per week, including a weekly one-hour meeting.

### **Requirements:**

- Currently active on social media; follow or interest in learning latest trends
- Excellent knowledge of various social media platforms listed above
- Able to manage social media remotely and in a timely fashion
- Excellent editing, proofreading, and communication skills
- Strong interpersonal skills and the ability to work independently and as a member of a team
- Self-starter, organized and able to respond to and meet deadlines under a tight timeline
- Detail oriented, team player, and tech savvy
- Access to a computer with internet connection
- Photoshop and video editing skills a plus

### **To be successful as a member of the Shule Foundation team, you will also:**

- Have a passion for our mission and a strong desire to impact a rapidly growing nonprofit organization
- Be an innovative and creative thinker - you are not afraid to try something new and inspire others to do so
- Have a very high level of personal and professional integrity and trustworthiness
- Have a strong work ethic, take initiative, and require minimal direction
- Work well independently as well as part of a team
- Thrive in a fast-paced and fun environment

### **Benefits:**

- Directly impact Shule Foundation's efforts to fund education-related projects that enhance knowledge, skills, and opportunities for hundreds of children in East Africa and learn about successful international development programs
- Be part of a highly-motivated nonprofit organization run by majority volunteers and receive professional training
- Gain insight into the day-to-day operations of a nimble, results-orientated, high-growth nonprofit organization
- Build your resume and gain references for future employment opportunities
- Opportunity to work from the comfort of your own home or our New York office



**How to Apply:**

Email a cover letter outlining why you would be a good fit for Shule Foundation, your resume, one writing sample and links to your social media accounts to [info@shulefoundation.org](mailto:info@shulefoundation.org). Please put "Social Media Intern" in the subject line.

This is unpaid part-time internship position with an expectation of 10-15 hours per week, for six to nine months. This internship is not financially compensated but you will receive the benefits of a staff member having deliverables, performance reviews and training that will strengthen your resume significantly.