



Social Media Internship

Position Overview

We are seeking a creative, motivated, and detail-oriented **Social Media Intern** to join our team. This internship is ideal for individuals who are passionate about social media, content creation, and digital media. The Social Media Intern will support the development and management of our online presence by assisting with content creation, platform management, and outreach.

Key Responsibilities

- Assist in managing and maintaining daily content across social media platforms
- Create engaging, brand-aligned content including posts, graphics, and short-form videos
- Help plan and schedule content using social media management tools
- Monitor social media trends and recommend ideas to increase engagement and reach
- Track and analyze social media performance metrics to support growth strategies
- Collaborate with the media team on digital campaigns and initiatives

Qualifications

- Currently pursuing or recently completed a degree in Media, Communications, Journalism, or a related field
- Strong understanding of major social media platforms and best practices
- Excellent written and verbal communication skills
- Basic graphic design skills (experience with Canva, Adobe Photoshop, or similar tools preferred)
- Experience with video creation and editing
- Creative mindset with strong attention to detail
- Ability to work independently and manage time effectively

How to Apply

Please submit the following materials:

- Resume
- Brief cover letter explaining why you would be a great fit for this role

Send all application materials via email with the subject line **“Social Media Internship”** to:
jkelly@reachcils.org