



## **Job Title: Social and Digital Media Intern**

**Purpose:** The Social and Digital Media Intern will gain experience and develop and learn skills in social media marketing and digital communications. He/she will work to raise awareness and promote the work of Five Talents by helping to develop copy, graphics, and video content, and by strengthening online engagement across a variety of online and social media platforms.

**Location:** The Social and Digital Media Intern will work at the Five Talents USA office in Fairfax, Virginia.

### **Responsibilities and Duties**

- Identify and monitor key industry bloggers and twitter influencers.
- Work to increase Twitter followers through following and engagement.
- Work to build Facebook likes through coordinated engagement and invitation.
- Help to script and produce short videos for online distribution.
- Help to develop content for blogs and social media posts.
- Promote web content using Google Adwords.
- Track social media and website analytics.

### **Qualifications**

- This position targets current University students or recent graduates interested in gaining exposure and experience in digital marketing for nonprofits.
- Proven written communication skills, and a passion for writing both short- and long-copy.
- An interest in marketing, communications, and social media.
- Familiarity with key social media tools (e.g. Twitter and Facebook), Microsoft Office products (e.g. Word, PowerPoint, Excel), and Adobe Creative Suite.
- Excellent attention to detail and a high motivation to learn
- The ability to work collaboratively with a team
- Artistic and imaginative with a passion for creative communication to inspire and motivate.

**Time Commitment:** The ideal time commitment is 6 hours per week for three months. We can accommodate flexibility in this time commitment.

**Support:** Training for this position will be provided and the intern will work closely with the Marketing and Communications Manager.

**Requirements:** Willing to sign a Volunteer Agreement outlining donor privacy and confidentiality and proper use of Five Talents' internet resources.

*To be considered for this volunteer opportunity, please submit a copy of your resume or a summary of relevant experience to: [Volunteer@fivetalents.org](mailto:Volunteer@fivetalents.org)*