



Social Media Internship Position

Required Experience:

1. Knowledge of major social media platforms including Facebook, Instagram, and content management systems, word processor applications and image/video editing software including Canva.
2. Proficient oral and written communication skills.

Position Responsibilities:

1. Manages social media accounts and posts content weekly collaborating with website manager (outsourced)
2. Tracks social media engagement
3. Responds to comments and DMs on social media platforms weekly
4. Creates compelling graphics to share across social channels collaborating with education and watershed teams
5. Develops new strategies for increasing engagement on social media
6. Helps track volunteer engagement through DonorSnap
7. Ensures brand messaging is consistent with the Creek Lands Conservation (CLC) mission!

Position Requirements:

1. **6-month commitment beginning in January 2024-June 2024 approx. 150 hrs. total tracked through Excel spreadsheet (flexible start and end dates).**
2. Position is flexible and work is remote with weekly meetings with the Education Manager at the CLC office or designated location to discuss progress and answer questions.

Position Benefits:

- Career networking
- Effective brand building
- Develop professional network
- Secure professional references
- Build confidence!

[Intern must sign an internship agreement before beginning any work]

*Please email any questions to one of the CLC Education Managers Christiana Ferro or Danielle Narzisi: christiana@creeklands.org or dnarzisi@creeklands.org