



Growing, innovating, learning, and prospering... TOGETHER

DO NOT APPLY UNLESS YOU HAVE SOCIAL MEDIA MARKETING EXPERIENCE

The Mid-Valley STEM-CTE Hub is currently seeking a creative, detail-oriented, focused, self-starting and enthusiastic social media marketing intern.

We are seeking someone **proficient** in social media platforms; you don't need to be a graphics designer, but a generalist that is interested in marketing, content, and branding. You will be expected to play an active role in developing and maintaining the organization's social media marketing campaigns and initiatives.

This is a **short-term (six month) paid internship**. Interns earn an hourly rate of \$15/hour and have access to career guidance, coaching, and support. If you are looking for a career opportunity we will help you and act as a reference.

You will:

- work with the two MVSCH staff for content and design ideas
- be responsible for any changes / enhancements / deployment of social media content
- collaborate closely with staff (with temporary remote work due to Covid-19; on the LBCC campus upon return to in-person operations)
- be professional, creative, and low drama
- create an exceptional user-friendly social media experience

Skills & Experience (not all required, but nice to have!):

- general knowledge of Facebook, Instagram, Pinterest, Twitter, YouTube, Hootsuite, and ConstantContact (must have work samples of social media content you have created)
- working knowledge of Google Applications (i.e Google Calendar, Google Docs, Google Drive, Google Hangouts, etc..)
- communication is key to performing this job, including: timely progress reports, flexibility, and project management
- available and able to work 10-15 hours per week
- ability to work independently and as a team
- ability to handle confidential and sensitive information
- excellent verbal and written communication skills
- passion for visual storytelling
- willingness to learn
- can-do/will-do attitude
- ability to take criticism of your work and make needed improvements
- must be currently enrolled in college; local grads may also be considered

If your passion is boosting a social media outreach, look and performance, this may be a great opportunity for you.

To apply:

Submit a resume, cover letter, and portfolio of your work that highlights your creativity and achievements in the areas outlined above and your interest in working with STEM-CTE outreach as well as an enrollment verification from your college or university to:

midvalleystemctehub@gmail.com

Closing date:

Monday, October 5, 2020