



Family Promise of Spokane

Social Media Coordinator Internship

Last Updated: 1/1/2020

OVERVIEW: Family Promise of Spokane is looking for a compassionate problem-solver and diligent creator who can serve in the Outreach & Recruitment Department. A formidable candidate will be motivated by a passion to give homeless families a dignified voice through creative storytelling as well as model high quality technical skills. This internship is highly customizable and can be modified to meet educational requirements or personal interests.

POSITION DUTIES

- Contribute to an engaging, thorough and realistic social media & marketing campaign
- Establish a practical structure for the ongoing orientation and training of new Social Media Team members
- Create engaging website and social media content
- Streamline and update Family Promise of Spokane's online presence
- Design graphics that are in alignment with brand qualifications
- Report progress, goals and needs regularly to Outreach & Recruitment Manager
- Maintain guest confidentiality and privacy through appropriate means
- Attend weekly staff meetings if available and mandatory Social Media planning meetings

SKILLS

- In-depth working knowledge of Facebook, Instagram, Canva and Wix
- Competent using Google Suite (Google Docs, Google Sheets, Gmail)
- Excellent written and verbal communication skills

QUALIFICATIONS - A formidable candidate will be:

- An independent, self-directed creator
- Professional in appearance and manner
- Efficient at communicating big picture ideas in clear and engaging ways
- Able to compassionately engage with people from diverse backgrounds
- Willing to risk and fail for the sake of creating a new structure

STRUCTURE: A Social Media Coordinator works directly with the Outreach & Recruitment Manager and other interns in the department. Most assigned tasks and projects can be completed at home, but interns seeking the most transformative experience are encouraged to work in the main office. Interns work 10 hours each week and will have a weekly check-in with the Outreach & Recruitment Manager to receive direction and professional development.