



Internship Title: Social Media/ Digital Content Intern

Duration: 3 Months **Compensation:** \$500 stipend + Commission+ Academic Credit

Description:

Social Media/ Digital Content Intern will create articles, essays, blog posts, and other written content to support libraries and related issues in the United States. This is an opportunity to create high-impact content and get published on a wide variety of mediums. From in-print to online, this intern will create content that addresses opposition claims to library campaigns, create entertaining content for blog posts and journals, and draft fundraising emails or engaging petition content on legislative issues around librarianship.

Duties:

- Support for day-to-day content, including posts
- Help coordinate editorial calendar, research and generate ideas and pitches
- Write social media content for Facebook, Twitter, and Instagram
- Help execute social media promotion plans for product launches, new content features and live events
- Compile interaction statistics on posts

Qualifications:

- Prior experience in; journalism and social media preferred
- Excellent written and verbal communication skills
- Experience using Facebook, Twitter, Instagram, and other social media platforms
- Strong organizational and time management skills
- Must work well in a team environment
- Conceive and execute ideas for blog posts and stories
- Leverage social media to help spot trends, report stories and engage Every Library's digital audience
- Interest and knowledge in a wide variety of current events and websites
- Excellent writing, researching and editing skills
- Ability to work quickly, accurately and under deadline pressure
- Understanding of online trends i.e memes
- Accuracy and attention to detail, and ability to show initiative and work independently.
- Excellent understanding of Microsoft Office suite (in particular, Word, Excel and PowerPoint)
- Studying towards / educated to postgraduate level in a related subject
- Proficient command of English grammar and spelling

Skills:

- Strong attention to detail and organizational skills required
- Strong writing, communication and interpersonal skills
- Skills in effective oral and written communication in English
- Understand the importance of maintaining confidentiality
- Strong communication and organizational skills
- Self starter, able to think creatively to solve problems

For more information you can reach out to our Intern and Volunteer Coordinator

michael.parchinsky@everylibrary.org