



SOCIAL MEDIA INTERN

The Social Media Intern will play an active role in the development of Two Rivers Community Charter School's online community. The intern will help maintain TRCS's presence on various social media platforms, including Facebook and Instagram: help train school social media administrators; and help create and publish content that is relevant to our customer base. He/she will help analyze and report on the activity on social media networks, alongside the TRCS Community Coordinator.

RESPONSIBILITIES

Social Media

- Posts updates, news and announcements in a timely manner using appropriate content
- Responds to posts or comments
- Performs research to find articles, stories, resources, or other content that is relevant to our customer base
- Helps train other Social Media School Administrators
- Regularly observes the online activity of model organizations and reports on "social media best practices"

REQUIREMENTS

- Creative self-starter who is comfortable with both taking initiative and working in collaboration
- Detail oriented with strong written and verbal communication skills
- Ability and desire to teach Development staff to use and manage Social Media platforms
- Familiarity and facility with mainstream social media platforms, including but not limited to Facebook and Instagram

ELIGIBILITY

- This is a part-time, unpaid internship and we require that you bring your own computer to complete internship projects and tasks
- Candidates should maintain a positive attitude under pressure, exhibit a strong work ethic, and enjoy working with a wide range of personalities. Most importantly, the candidate should be flexible and willing to take on multiple tasks in a start-up, small school environment
- This internship will benefit someone who is interested in marketing, education, community relations, and audience development

Contact Caroline Miller at caroline@tworiverscommunityschool.net or call [828-262-5411](tel:828-262-5411).