



Bogues Group (BG) Internship Job Posting

Boutique Consulting Agency specializing in Communications, Events and Public Affairs

Overview: Participants in the BG Internship Program will support the Communications and Events departments. In this role, interns will be responsible for coordinating and executing social media strategy for BG and its clients across key social media channels including Facebook, Twitter, Instagram and LinkedIn. This role will be instrumental in increasing our social media presence, public relations outreach and gaining visibility for our brand to national and international prospects. This **unpaid position** reports to the Managing Partner and Project Manager and **is completely remote**.

Key duties include:

- Working with the Social media manager to learn and implement best practices to refine social media strategy for BG and its clients.
- General research related to content creation and current events, including industry trends, relevant topics, best practices
- Assist in managing social media channels (Facebook, Twitter, Instagram, LinkedIn, YouTube) and editorial calendar to ensure content is timely, relevant and engaging.
- Prepare weekly updates and reports to track growth and success rates of campaigns.
- Keep up to date and informed on new social media trends and adapt accordingly.
- Ensure proper messaging is executed online.
- Identify leaders and influencers (internal/external) and engage them in brand activities.
- Assist with website copywriting, proofing and updating as needed.

Qualifications:

- Ability to take initiative, exhibit good judgment and manage projects from beginning to end.
- Excellent writing, editing and proofreading skills (AP Style).
- Exceptional ability to manage details.
- Ability to multitask in a fast-paced environment.
- Ability to meet deadlines and to anticipate next steps or needs.
- Work effectively both independently and collaboratively.
- Be available for 10-20 hours a week.
- A bachelor's degree (or currently enrolled student) in the liberal arts or equivalent work experience.
- Understands and can utilize emerging platforms, digital media and web/social media management and measurement tools (e.g. HootSuite, Sprout, Google Analytics).
- Adobe Creative Suite experience is a plus.



- Strong working knowledge of email marketing applications.

Skills required:

- Research
- Graphic Design
- Team Work
- Effective Listening
- Social Media
- Communication

Compensation: Course Credit and experience, résumé building experience in marketing, public relations and communications.

To apply: Email resume, references and any additional relevant collateral to Bogues Group Managing Partner, Jaclynn Cross to jaclynn@boguesgroup.com. No calls, please.