

## **Job Title: Social Media and Marketing Intern**

**Location: Friendship Circle, Fox Point, WI**

**Shift: TBD – 15 – 20 hours weekly – Flexible schedule**

**Pay: \$12 an hour**

### Job Summary:

As a social media and marketing intern at the Friendship Circle you are aiding in the fundraising and social media aspect of the organization. The Friendship Circle currently has a Facebook, Instagram, Snapchat and as of recently a tik toc. You will work with our directors and staff to help expand our social media platform to create a bigger presence on the web. Fundraising is how we keep the Friendship Circle operational, and how we market ourselves plays a big role. However, even with all the important tasks we do, the most important task of all is to make Friendship Circle a place where everyone feels comfortable, accepted and “at home”. For this reason, it is imperative for ALL employees to have a pleasant demeanor and leave personal conflicts or challenges at the door. People can FEEL positive energy and it can transform someone’s experience completely.

### Key Responsibilities:

While at work, social media and marketing interns are expected to provide exceptional customer service, whether they are making a call, responding to e-mails, cleaning up, or chatting with customers.

Responsibilities include but are not limited to:

- Maintain and establishing a clean office workspace
- Answering and responding to e-mails
- Answering phones and taking messages
- Assist in managing the organizations social media accounts
- Brainstorm new marketing campaign ideas
- Assist in monitoring all social media platforms
- Create new social media content such as videos and photos
- Assist in promoting upcoming fundraisers or campaigns
- Scanning in documents, receipts etc. and labeling them properly in BOX
- Scheduling meetings for admin staff and placing them on their calendar
- Maintain a well-groomed professional appearance
- Attend all team meetings and participate as an engaged team member.
- Complete all other duties as assigned.

### **We offer some great perks! All employees receive:**

- A free drink during their shift
- 50% off of meals while working
- 10% off café/bakery items during off shift hours

Required Qualifications:

We are looking for people who have the ability to:

- Work in an office environment
- Work as a team
- Maintain a positive demeanor, especially during busy times
- Have a “can do” approach to problem solving.
- Multi-task: answer phone calls, respond to emails and pleasantly talk with customers

The Friendship Circle will only employ those who are legally authorized to work in the United States for this opening. Any offer of employment is conditioned upon the successful completion of a background check.

Preferred Qualifications:

- Prior marketing experience
- Prior video or photography experience
- Knowledgeable with social media platforms such as Facebook, Snapchat, Instagram, Tic Tok, and Twitter
- Knowledgeable with Microsoft programs and general computer programs