



<b>Job title</b>	<i>Marketing &amp; Social Media Intern</i>
<b>Reports to</b>	<i>Administrative Coordinator</i>
<b>Start Date</b>	<i>January / February 2021</i>

### **Job purpose**

The New Haven Pride Center seeks an energetic, responsible intern to assist the Administrative Coordinator with marketing responsibilities as well as assist with maintaining the Center's social media through social media campaign building as we shape the future of the New Haven Pride Center.

### **Duties and responsibilities**

- Assist with the creation of social media marketing posts across multiple platforms
- Coordinate and assist with the scheduling of social media posts across multiple platforms
- Research articles, community events, and outside resources separate from the Center's programming content
- Assist with updating and maintaining the Center's marketing and programming calendars
- Assist Administrative Coordinator with larger social media campaigns
- Additional duties and responsibilities as needed

### **Qualifications**

Persons in this position should:

- be able to work on and meet deadlines
- have strong organizational skills
- have strong verbal and written communication skills
- be proficient in computer programs including Microsoft Office, Microsoft Excel, and Google Docs
- have the goal of wanting to learn skills in marketing and how social media can be used to support nonprofit work
- be proficient with social media such as Facebook, Twitter, Instagram, Twitch, and/or YouTube

### **Compensation**

This is an unpaid internship. If you are looking for school credit for said internship the New Haven Pride Center can provide approval for the internship hours and the skills obtained to said school, whether high school or college.