

Social Media & Marketing Internship

A Window Between Worlds (AWBW) seeks a Social Media & Marketing Intern to increase our online presence and relevance. This is an excellent opportunity for an undergraduate or recent college graduate looking to learn more about a career in marketing and nonprofit development.

Internship responsibilities may include the following:

Social Media:

- Work closely with Marketing & Communications Manager to create monthly editorial calendars Facebook, Twitter and Instagram
- Research potential influencers to connect with on social media
- Monitor and engage in conversations in the media relevant to AWWB's mission
- Assist in creating and executing social media campaigns for fundraising events and initiatives
- Live-post on behalf of AWWB at community and fundraising events
- Monitor insights on all platforms and submit weekly progress reports.
- Research and monitor social platform trends and development.

Marketing Support:

- Assist in updating digital profiles, including on volunteer sites, review sites, donation databases, and business listing sites.
- Research and connect with press sources
- Accompany Marketing & Communications Manager to committee meetings, community events, and other cultivation outings.

Desired Skills and Qualities:

- Commitment and sincere interest in the mission of AWWB
- Working knowledge of major social media platforms (Facebook, Twitter, Instagram, etc)
- Strong communication skills, both verbal and written
- Excellent organizational skills and ability to multi task
- Ability to work independently
- Proficiency in Microsoft Office
- Experience with Adobe Creative Suite strongly preferred

Terms: This position will require working at our Venice offices one weekday, plus additional hours remotely based on social media posting / engagements – totaling 8 hours per week. Schedule could vary as needed to include events, workshops, training seminars, and board meetings. The ideal candidate would commit to a minimum three-month term, with flexibility to renew should the opportunity be mutually desirable.