



### **Social Media and Communications Intern**

**Position Summary:** The Social Media Intern is a highly motivated, creative individual with experience and a passion for connecting with current and future stakeholders. This position is responsible for assisting with the implementation of a deliberate and intentional social media strategy that delivers results through organic and paid advertising.

#### **Social Media Intern Job Responsibilities:**

- Creating a positive online reputation.
- Assist Social Media Consultant to plan and create compelling content for all TutorSmart social media accounts.
- Increase engagement among followers across all accounts by inviting people to like the TutorSmart pages.
- Reading and responding to all comments and incoming messages on social media.
- Forwarding client questions and concerns to the appropriate TutorSmart staff member.

The TutorSmart team works remotely and manages project flow via organizational tools such as Google and Trello. Hours will vary and are flexible based on campaign deadlines but we anticipate approximately 10 hours a week.

**Collaborates with:** Social Media Consultant

**Direct Report:** HR Director

#### **Social Media Intern Qualifications / Skills:**

- Social media marketing
- Online engagement

- Verbal & written communication
- Organization
- Professionalism
- Customer focus

**Education, Experience, and Licensing Requirements:**

- In 3rd or 4th year of college program or beyond
- Prior industry experience is preferred

**Compensation:** \$400/month stipend