



## Social Media Intern

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National Breast Cancer Foundation, Inc.'s Internship Program consists of a unique opportunity to offer real world experience in multiple disciplines that bring to life the knowledge gained in academics. The Internship Program aims to provide Interns with a meaningful experience and an opportunity to explore and expand upon their skills and knowledge. Each Intern will be exposed to the daily tasks related to their educational track (projects, meetings, and creative brainstorming), as well as necessary corporate organization and administrative tasks (culture, inter-department collaboration, corporate communication methods, etc.). Additionally, Interns will receive the benefit of partaking in the inner workings of a successful and well-established non-profit organization. We take the Interns future interests into consideration and provide each intern with an Advisor that will help guide them throughout the duration of their internship.

### **Full Job Description:**

**Title:** Social Media Intern

**Reports To:** Social Media Manager

**Work Schedule:** Flexible, January through May, 10 to 15 hours per week in office

**Compensation:** \$15.00 hourly wage

**FLSA Status:** Non-exempt, Part-time, Temporary

### **Key Responsibilities:**

The Social Media Intern will join the marketing team to help create and execute a Facebook Group strategy in order to increase brand trust and elevate the online presence of the organization.

Responsibilities will include:

- Building and managing a calendar for Facebook Group posts by
  - Working with team members and different departments to create content
  - Creating a regular posting schedule with the Social Media Manager
  - Analyzing post performance to determine ways to improve strategy, sharing feedback or observations with the marketing team
- Monitoring group activity by
  - Responding to group member requests
  - Responding to questions group members may have
  - Interacting with comments from group members

### **Qualifications:**

**National Breast Cancer Foundation, Inc. is a non-profit organization based in Frisco, TX. We are looking for individuals passionate about our mission, "Helping Women Now".**

- Currently pursuing a degree from an accredited university
- Strong familiarity with Facebook and Facebook Groups
- Demonstrated strong written and verbal communication skills
- Organized and detail-oriented
- Self-starter who takes initiative
- Ability to manage priorities and workflow
- Non-profit experience, volunteering, or strong community involvement a plus

**Physical Demands and Work Environment:**

- Safe office space, including internet access and a proper desk and chair required
- Occasional attendance in company office
- Continually required to sit, stand, and/or walk
- Continually required to utilize hand and finger dexterity
- Continually required to talk or hear
- Frequently utilize visual acuity to operate equipment, read technical information, and/or use a keyboard

**Application Instructions:** Please submit your resume (with cover letter) to [HR@nbcf.org](mailto:HR@nbcf.org) . We are excited for you to tell us why you'd like to join our team!