



CARING FOR OUR COMMUNITY ONE PERSON AT A TIME

*Job Title:* Intern

*Department:* Administration

*Supervised by:* Manager of Compliance & Personnel Services

*Responsibilities:*

- Manages Agency social media accounts and posts approved content
- Brainstorms campaign ideas
- Monitors various social media platforms including Facebook and Instagram
- Analyzes engagement to determine success of campaigns
- Understands the overall concept of the Agency, including clients and aspects of services provided
- Provides feedback to leadership team to improve community experience on social platforms
- Other related work, as requested

*Required Knowledge and Skills:*

- Verbal and written communication skills
- Time management and self-initiation skills
- Social media marketing
- Online engagement
- Client focus

*Qualifications:*

- At least 2 years of college-level coursework in new media, social media/digital marketing or similar field
- Fluency in social media platforms, including rules and regulations
- Prior experience managing social media accounts for company/agency/brand preferred

*Additional Expectations:*

- Must comply with Agency and program policies and procedures
- Required to understand and abide by the laws, regulations, policies, and procedures that apply to the program or services provided
- Required to report any known or suspected violation of laws, regulations, policies, or procedures related to programs, services, Agency operations, or personnel of the Agency
- Required to maintain accurate documentation including, but not limited to, purchase orders, petty cash, expenditures, mileage records, and time sheets
- Process reports of known or suspected violations with the Agency Compliance Officer, without any retaliatory action against any employee