



Help build it!

Social media and community relations intern (unpaid, for-credit – 20 hours/week, flexible schedule)

The social media and community relations interns will work together under the supervision of development staff and retail director to find and create suitable content for various platforms and to keep the public informed about our organization and its current news and events through controlled media platforms.

Tasks Include

- Under supervision of development staff, plan and develop social media posts for Twitter, Facebook and Instagram that will engage the community
- Manage social media for Habitat for Humanity of Snohomish County and both Lynnwood and Everett Habitat Stores under close supervision of development staff and retail director
- Build social media insight reports and develop and change strategy based on insights, share insights with staff
- Keep website up to date (hosted through WordPress) under supervision of development staff
- Assist with writing blog content and developing blog strategy – this includes developing story ideas, conducting interviews, research, storytelling/writing and basic photography
- Assist development staff with other PR and community relations projects as needed

Qualifications

- Strong attention to detail
- Strong writing and communication skills
- Creative personality and ability to brainstorm fresh ideas, willing to share ideas and give input on staff projects
- Able to work at a desk and in the field
- Able to sit at a desk all day and handle large projects
- Ability to multi-task, handle multiple projects at one time and handle long-term projects and projects that require strategy and planning
- Photography knowledge and experience with Adobe Creative Suite preferred, not required
- Experience with website building, especially in WordPress preferred, not required
- Public relations, journalism, marketing and communication majors preferred, not required