

Job Description

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| Position Title: | Social Media Intern |
| Established: | November 10, 2017 |
| Classification: | Seasonal |
| Job Location: | Grand Rapids, MI |
| Reports To: | Director of Marketing |
| Direct Reports: | None |
| Key Relationships: | Marketing, Development |

Position Summary

The marketing team at SpringHill is seeking a fun, innovative, adaptable and team-oriented social media intern to join the team for the summer.

The ideal candidate will demonstrate a well-rounded knowledge of marketing, communications, branding and social media management. Knowledge of relevant social media channels (Facebook, Instagram, Twitter) a must.

The Social Media intern will be responsible for creating and planning excellent social media posts and stories that engage all audience segments and help meet organizational goals and objectives. The Social Media Intern will also be responsible for exploring new opportunities for SpringHill.

Key Job Functions

* Creating social media posts
* Planning social media posts
* Collaborating with graphic design interns and marketing team to create relevant posts
* Exploring new opportunities for social media engagement
* Complete other duties as assigned by the Director of Marketing

Experience and Qualifications Requirements

* Commitment to the mission and ministry philosophy of SpringHill
* Marketing, Communications, Social Media Management or related major
* Experience in managing social channels
* Knowledge in Adobe Creative Suite
* Strong writing + communications skills
* Highly organized

**Working Conditions and Physical Requirements**

* Must be able to lift, bend, and twist
* Ability to push and pull loads
* Must be able to lift frequently up to 35 lbs.; occasionally 35-100 lbs. with assistance
* Good hand-eye coordination

*The above statements are intended to describe the general nature, types of work performed and qualifications required of staff members assigned to this position. They are not intended or should be taken as an exhaustive list of and responsibilities, duties, and requirements of personnel so classified. All indicated qualifications, duties and functions are essential job functions for purposes of the Americans with Disabilities Act (ADA).*

Revised on: 11/10/2017