POSITION: Communications Intern

EMPLOYED BY: Executive Director

RESPONSIBLE TO: Assistant Director of Development

CATEGORY: EXEMPT

POSITION DESCRIPTION: The Communications Intern is responsible for maintaining FACETS social media presence with ongoing updates, including photos and videos. Primary responsibilities for he/she include expanding our social media presence, researching new outlets to increase FACETS' reach, and increasing our supporter base.

MAJOR RESPONSIBILITIES:

- Assist in maintaining FACETS' Facebook account ensuring at least one post daily. These posts should inform the community about opportunities and events happening with FACETS in addition to news relating to FACETS' mission and vision.
- Assist in maintaining FACETS' Twitter page ensuring at least one post daily
- Assist in increasing our Twitter presence by obtaining followers and identifying who we need to follow.
- Assist in increasing FACETS' social media reach by identifying other social media outlets for FACETS to join - Including but not limited to LinkedIn, Google+ and Tumblr.
- Assist in increasing FACETS' visibility on Flickr and YouTube.
- Work with FACETS' staff and the Assistant Director of Development to identify new client success stories to post on social media outlets
- Remain up-to-date on any new developing social media outlets and social media best practices.
- Represent FACETS in the community, in accordance with Agency Mission, Vision, and Code of Ethics.
- Perform other duties as assigned.

OTHER:

- Assist in implementing and developing new photo, video and interview release to ensure written permission has been obtained from clients prior to use of their stories or images.
- Interview clients to obtain quotes, profiles, success stories and videos.
- Photograph and video clients, programs and volunteers.

QUALIFICATIONS:
- Excellent written communication skills.
- In-depth knowledge of and experience developing content for a variety of social media platforms, including Facebook, YouTube, and Twitter.

Intern Signature   Date