



## **INTERNSHIP: Social Media Intern**

100 hours: approximately 10 hours/week

**2019 Winter Cohort:** January 8- April 1, with option to extend internship

Reports to: Jack Halsey, Outreach and Riparian Specialist

Applications due December 31 at midnight

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The **Johnson Creek Watershed Council** is a nonprofit that works to restore the creek through science, with the help of the community. **Do you care about our natural areas, wildlife, and community building?** Are you professional, personable, and self-motivated? Are you excited to learn new things? If so, join us to assist with social media work focused on our Annual Watershed Wide Event.

### **Schedule: Approximately 10 hours a week**

-11am-3:00 pm Tuesdays

-11am-3:00 pm Thursdays

-Some work from home required

-Minimum 2 weekends and 4 evening meetings required/month

-Other specific field days or evening meetings also available

### **General Requirements and Responsibilities (to include, but not limited to):**

- Manage JCWC's Facebook, Instagram, Twitter, Youtube, and LinkedIn accounts (2500 followers)
- Utilize graphic design for flyers and other outreach material design and dispersal.
- Serve as a JCWC representative at events, fairs, festivals and other community outreach and education events.
- Create and gather content for posts, using the Social Media Folder as a guide
- Report on a social media metrics
- Punctual, responsible, organized, friendly, self-motivated.
- Work well independently and on a team.
- Prioritization and critical thinking in a fast paced, deadline-driven office environment.
- Maintain a well-kept journal of all weekly activities and accomplishments each week.
- Other tasks and responsibilities as assigned – We will put your skills to use!
- Create a schedule of social media posts and campaigns
- Attend webinars or other professional development opportunities to promote personal and organizational growth

### **Benefits**

- Experience in social media development for use by a conservation-oriented nonprofit
- Continued learning on new systems
- Application of tangible strategies to foster environmental stewardship
- Familiarity with the dynamics of a fast-paced, timeline driven nonprofit
- Networking—possibility to build relationships with local environmental professionals
- Expand your portfolio, network, and earn credit if applicable

**TO APPLY:** Fill out our [Volunteer Application](http://www.jcwc.org/volunteer-application/) at <http://www.jcwc.org/volunteer-application/> -email [jack@jcwc.org](mailto:jack@jcwc.org) with questions.

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The Johnson Creek Watershed Council is committed to a diverse workplace. People of color, people with disabilities, veterans, and LGBTQ candidates are strongly encouraged to apply.