**Social Media Intern**

**Association of Colleges of Sisters of Saint Joseph**

**Summer/ Fall 2018**

**Description of Organization**

The Association of Colleges of Sisters of St. Joseph (ACSSJ) is a consortium of colleges and universities founded by the Sisters of St. Joseph. The Association fosters collaboration among all the member institutions; provides resources for the faculty, staff and students at member colleges and universities and encourages mission integration on each campus. The member campuses are: Avila University, Chestnut Hill College, Elms College, Fontbonne University, Mount Saint Mary’s University, Regis College, St. Catherine University, St. Joseph’s College and The College of Saint Rose.

ACSSJ is seeking an articulate, skilled, results-driven and self-starter to assist with social media. The intern will work closely with the Executive Director.

**Responsibilities**

* Review member campus websites and social media accounts to inform ACSSJ’s social media content.
* Post and repost highly engaging and targeted content regularly on Facebook
* Grow audiences
* Post and monitor closed Facebook accounts
* Work collaboratively with other interns engaged in marketing efforts
* Other duties as assigned.
* Meet regularly by phone or video conference with Executive Director

**Desired Qualifications**

* Knowledge of social media platforms, especially Facebook and LinkedIN
* Ability to work independently and time management skills to prioritize projects and tasks in a timely manner to produce results
* Strong communication skills
* Attention to detail
* Creativity and openness to new ideas

The internship is highly flexible around the student’s schedule and needs. The internship will be 4-6 hours per week.

If you are looking to get a ton of experience, and learn more than you imagined was possible in such a short time period, this internship is for you. While working on this project, our interns will have the opportunity to broaden their knowledge and real world experiences while developing and enhancing skills in social media, marketing, business, leadership, customer service, team-building, project management, time management, strong social skills, and problem-solving. This is an excellent opportunity to gain valuable experience for your resume. Additionally, upon completion of 100 hours, students may receive a small $250 stipend. Students can receive the stipend up to two times per year. The ideal intern would commit to the summer and fall.

To apply, send a cover letter and resume to Martha Malinski, Executive Director at acssj1@gmail.com.

The organization is housed in a home office in Indianapolis. For students not living in Indianapolis, work will take place in your home and you will meet weekly with the Executive Director on FaceTime or the video conference platforms.