

# **Social Media Intern Association of Colleges of Sisters of Saint Joseph Summer and/ or Fall 2021**

## **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.

## **Responsibilities**

- Review member campus websites and social media accounts to inform ACSSJ's social media content on Facebook and Instagram by posting and sharing content
- Grow audiences
- Post and monitor Facebook and Instagram 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 Instagram
- 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 4-12 hours per week and work is done remotely.

Interns will have the opportunity to broaden their knowledge and real world experiences while developing and enhancing skills in social media, marketing, business, leadership, team-building, project management, time management, strong social skills, and problem-solving. Additionally, upon completion of 100 hours, students may receive a small \$250 stipend. A possibility of extending the internship is available, as well as adding additional work tasks to increase the number of hours in marketing.

To apply, send a cover letter and resume to Martha Malinski, Executive Director at [acssj1@gmail.com](mailto:acssj1@gmail.com).