

## Social Media Intern Role Description

**Reports To:** Digital Ministry Manager

**Direct Reports:** None

**Classification:** Part-time, Non-exempt

**Hours:** 8-10 hours/week

### Job Responsibilities:

- Posting to Facebook, Instagram, & YouTube
- Analytics from Facebook, Instagram, & YouTube
- Updating Social Media Strategy Document
- Take photos/video on Sundays, Wednesdays & various events
- Edit photos/video
- Generate new ideas for reaching people outside of the Meetinghouse community
- Generate new ideas for encouraging members/followers of the Meetinghouse community
- Maintain weekly rhythms of posting - no weeks off, can be scheduled
- Paid ads/external marketing
- Soundboard for other communications channels
- Ability to step into other communications roles when needed (eNews, Bulletin, website updates, etc.)

### Essential Skills & Experience:

- Social Media
- Basic Photography
- Basic Videography
- Basic Graphic design
- Demonstrated written communication skills
- Canva

### Expectations: (8-10 hrs/wk)

- Sundays: 9am-11am
- Wednesdays: 5pm-8pm
- 3-5 hrs weekly for editing & scheduling content, and team meetings (can be remote)
- Additional hours for special events as needed