

# Social Media Intern



## Position Overview

Our company is looking for a Social Media Intern to assist with the media planning, coordination, and posting of content for our firm and clients. Interns will be responsible for posting across Twitter, Facebook, and Instagram. The position will allow you to work closely with our Content and Project Coordinators to create sleek, professional, and engaging content for diverse audiences. Our team is young, active, and excited to expand with you.

## Requirements

We are very flexible and allow interns to set their own schedules, which they are available to change if conflicts arise. Interns must also be available for weekly staff meetings held either in person or via Zoom. It is not a requirement that interns be available for correspondence on weekends regarding social media, but it is highly encouraged. Candidates with weekend flexibility will be given preference.

## Responsibilities

- Crafting social media calendars (captions and content description) for 2-3 client accounts.
- Posting content across social media platforms.
- Assisting with existing projects as needed by providing content and background research.
- Support in the overall branding strategy of ESPMedia.
- Participate in client calls and correspondence.

## Qualifications

- Ability to work a minimum of 10 hours a week (not remote)
- Senior or Junior in college
- Have experience managing a social media account
- Attention to detail
- Willingness to learn
- Creative
- Self-starter
- Ability to work under pressure and tight deadlines

Students who do not meet all of the qualifications are encouraged to apply. Please send resume and portfolio to [info@espmedia.net](mailto:info@espmedia.net).