



Intern Title		Work Days/Hours	
Social Media Coordinator		10 hours per week Preferred work schedule: 3 afternoons per week	
<p>Job Description: The Social Media Coordinator will review and update on a weekly basis Habitat for Humanity of Utah County's accounts with Twitter, Facebook, and YouTube. The intern will also write weekly postings for the affiliate blog and post them, and will compile and update e-mail lists for newsletter subscriptions.</p>			
<p>Employment Status (Paid or Unpaid): Unpaid</p> <p>Internship Length: September 20 – December 3</p> <p>Responsibilities and Tasks:</p> <ul style="list-style-type: none"> • Examine affiliate web site weekly to ensure links work and information presented is current • Create system for tracking e-mail addresses of e-newsletter subscribers • Write at least one news story each week for posting on Habitat's local blog • Send at least four "tweets" weekly through Habitat's Twitter account • Ensure Habitat UC's media messages are correct and updated on various non-profit web sites • Research and recommend any social media sites currently not being utilized • Publish 5-7 Habitat videos for YouTube site throughout internship • Transfer monthly newsletter (from PDF format) to embedded e-mail format to prepare to send to subscribers • Write training memos informing office staff of procedures that have been instituted • Track time spent on tasks and report to volunteer coordinator <p>Qualifications and Skills:</p> <ul style="list-style-type: none"> • Excellent written communication skills, knowledge of news writing methods helpful • Knowledge of social media web sites, Microsoft Office suite, Adobe programs • Ability to manage several projects simultaneously and meet deadlines • Students majoring in marketing, communications, or English are preferred <p>How to apply: Send resume, cover letter, and a short writing sample (2-3 pages max) to Rachel Wyatt at rwyatt@habitatuc.org no later than September 10. Please state which internship you are applying for.</p>			
Direct Supervisor:	Rachel Wyatt, Volunteer Coordinator 340 S. Orem Blvd. Orem, UT 84058	Contact Information:	(801) 344-8527 rwyatt@habitatuc.org