

Lutheran Family Services Rocky Mountains Refugee & Asylee Programs



Internship Description: Social Media Intern
Department: Community Programs

About Internships at LFS:

An internship at LFS offers the opportunity to gain a deep understanding of refugee resettlement in the Denver area. Interns will work with individuals from diverse cultures who are forging new beginnings in the United States. Challenging, educational and professional work experience will be gained through professional training and real work assignments that will provide valuable insight to the worlds of refugee resettlement and non-profit organizations. At times, interns will work closely with staff members, and other times independently, managing a workload comparable to LFS staff with the goal of helping advance the mission of LFS. Internships are integrated into the operations at LFS to help build the capacity of the organization while utilizing the diverse skill and talent of the interns. We greatly value the time commitment of each intern.

Description of the Internship:

Through incisive written communication and careful networking skills, the Social Media Intern will work alongside the Volunteer Coordinator in managing outreach and communication efforts. The intern will develop creative ways of expanding LFS's presence in the community by way of social media platforms. Learn and perfect critical marketing, public relations and administrative skills applicable in both the for-profit and nonprofit sectors while contributing to meaningful social change.

Responsibilities:

- Assist with the development and creation of media and outreach materials.
- Provide content for Facebook and Twitter pages along with any other social media platforms used to increase the organizations online presence.
- Supervise social media content by responding to comments and inquiries as well as monitoring postings and activities made by followers.
- Find new and creative ways to increase LFS' presence in the community
- Research relevant outreach opportunities for LFS to take part in such as festivals, community events, and school and health fairs.
- Assist with the creation and publication of LFS' three primary newsletters; Volunteer, Advocacy, and Refugee Women's.
- Provides equal treatment, compassion and patience to all client groups in accordance with the agency's commitment to the dignity of all persons.
- Other duties as assigned.

Qualifications:

- Excellent computing skills and knowledge of social media platforms and web design. Self-starter with ideas for how to effectively utilize technology in the office.
- Strong writing and communication skills; the internship will entail editing and creating material such as newsletters, flyers, and web content.
- Strong interpersonal skills: the ability to work effectively with clients, partners, and colleagues in a cross-cultural, multi-disciplinary environment.
- Solid organizational skills with the ability to manage multiple tasks, set priorities, effectively manage time and meet deadlines.
- Proficient in Microsoft Office including outlook, word, excel, publisher, or other design software.
- Reliable transportation with proof of valid driver's license, insurance and clean driving record, or willingness to take the bus around the city.

Time Commitment: 16-20 hours/week

Weekly schedule and hours: Flexible

Internship start date: August 2018

Internship end date: TBD

Intern will report to: Volunteer & Community Relations Coordinator