



## SOCIAL MEDIA & COMMUNICATIONS INTERN

### Overview of SavingTeens

SavingTeens in Crisis Collaborative (SavingTeens) is a national nonprofit organization dedicated to assisting troubled teens and their families struggling with mental health conditions including anxiety, depression, addictions and other risky behaviors.

### Internship Opportunity

The Media & Communications Intern supports the Executive Director in designing all communications, both online and print. The intern will create, develop, and maintain content for various social media platforms. Responsibilities span a range of communication tasks, including parent and professional interviews, updating SavingTeens blog, and researching social media trends. The position is unpaid and 100% remote via computer and phone.

### Qualifications:

- Currently enrolled college student
- Knowledge of therapeutic programs preferred but not required
- Excellent written and verbal communication skills
- Excited about the SavingTeens mission
- Familiarity with social media strategies and platforms
- Social media savvy
- Strong organization and time management skills
- Proficiency in Microsoft Office programs
- Detail oriented
- Knowledge of video editing tools
- Ability to complete a minimum of 16 hours of work per week

### Duties and Responsibilities:

1. Interview volunteers, professionals, and families (as assigned). Write short articles for website, email blasts, and social media outlets.
2. Update social media platforms with new content, photos, links to resources, etc.
3. Monitor postings to ensure brand message is constant from the terminology used to images posted
4. Interact with followers and potential donors by communicating and answering questions through the company's social pages
5. Assist in the growth of the brand by raising awareness through various social media platforms.
6. Analyze and report on social media statistics
7. Writing copy for social media channels in several predetermined content categories.
8. Update organizational information and imagery on social media channels and other online listings.
9. Plan content and schedule posts through the end of 2021 on social media channels.
10. Assist with special projects and events as assigned.
11. Virtual internship. Candidate must have access to the internet, a computer, and phone.

SavingTeens is a Non-profit organization and we encourage you to pursue course credit for this internship, and we will support these pursuits in any way can.

Internship term: Summer internship - June through August. Fall internship – September through December.