



Intern Job Description: Women Build Social Media and Web

Purpose:

To further the mission of Habitat for Humanity Saint Louis (HFHSL) Women Build Program by assisting with Women Build's various social media outlets including Facebook, e-newsletter, and website as well as possible expansion to Twitter and blogs.

Duties and Responsibilities:

- A. Update and maintain Women Build's social media presence, including scheduling Facebook updates;
- B. Assemble and participate in writing content for Women Build monthly e-newsletters;
- C. Provide HFHSL staff with updates to Women Build website pages as needed;
- D. Assist with uploading and organizing of the Women Build Facebook photo albums;
- E. Develop detailed binder and SOPs including timelines, tasks, budgets, and volunteer requirements for the Social Media and Web Program;
- F. Other social media or web projects as assigned.

General Requirements:

The candidate must:

- Possess the ability to work well in a fast paced, ever changing environment;
- Be well organized, and have strong critical thinking skills;
- Have exceptional oral and written communication skills;
- Possess superior interpersonal skills, with the ability to work well with a diverse group of individuals;
- Have the ability to work a flexible schedule;
- Have self discipline and time management skills necessary to work independently;
- Be computer literate, including high level of proficiency in navigating the internet;
- Be proficient in Microsoft Office, specifically Word and Excel;
- Be a regular user of social media outlets;
- Have regular and consistent computer access, including the ability to work online from a remote location;
- Have reliable transportation;
- Currently be working towards a degree at a university, college, or trade school, in a related field;
- Have at least a Sophomore class standing/ranking, with a minimum 3.0 GPA/4.0 scale;
- This internship is open to all majors; emphasis on Communications, Marketing, Nonprofit Management, Business Administration, and English.

Physical Requirements:

Ability to stand and/or work on a computer for long periods of time; walk up and down stairs multiple times throughout the day; and lift at least 25 pounds.

Work Schedule/Time Commitment:

Flexible, approximately 12-15hrs/week, with exact days and times to be determined according to your school schedule. Some job duties may be done from home, but regular meetings with the WB Steering Committee Co-Chairs, Women Build Communications Team Leaders, and/or HFHSL will be required.

Stipend: This internship is not stipend; however, there is the potential for academic credit.

Responsible to: Women Build Steering Committee Co-Chairs, Women Build Communications Team Leaders, HFHSL Marketing/Communications Manager, and HFHSL Volunteer Services Manager

To apply for this internship, please send a cover letter and resume to internships@habitatstl.org.

Email submissions only! Please NO phone calls!