**Social Media and Content Management Intern**

**ORGANIZATION DESCRIPTION:**
Angeleone sprang from a deep-hearted desire to help make others' lives better -- specifically by helping those who experience hunger, and those who hunger for a better life through education. To educate on an empty stomach is inconceivable, and yet to feed and not educate, only solves the issue in the short-run. Our goal is to make a difference by helping in both of these crucial, and so intrinsically connected areas: food and education.

Angeleone brings you beautiful Italian design handcrafted men’s leather shoes and Italian made sunglasses. Part of the profits are invested in education and food to make the present better and the future brighter for the coming generations. So when you walk with us, you are not alone. You enjoy excellent quality shoes and sunglasses and you leave a legacy! Don’t Walk Alone, Walk with Angeleone and Leave a Legacy!

**PURPOSE OF POSITION:** The Social Media Intern is responsible for coordinating and executing the company’s social media strategy, working across key social media channels including Facebook, Twitter YouTube and Twitter. This role offers the intern a practice their skill sin social media, digital communications and marketing in a business to business environment. This role will be instrumental in increasing our social media presence and gaining visibility for our brand among clients and candidates.

**KEY RESPONSIBILITY AREAS:**
- Manage incoming social content requests from across teams, including communication and scheduling;
- Conduct relevant research and write content for all social media and communication channels (Twitter, Facebook, Instagram, and Website);
- Work with Intern Manager to review drafts and finalize;
- Coordinate with Intern Manager to develop any necessary to inform the public and raise general and event awareness;
- Schedule and post all content across all owned channels; website, Facebook, Instagram, Twitter;
- Monitor and respond to comments from organic and paid social content;
- Work with staff to create a media calendar
- Meet deadlines according to the editorial calendar;
- Help shape the organizations social voice and behavior;
- Work with staff to inform channel strategy

The Social Media Manager Internship will give interns the opportunity to explore the many facets of content strategy including project management, strategy, and creative development. The responsibilities of this position will push the intern to sharpen their approach to communication, and their ability to write in a clear, succinct, compelling way.
Qualifications:

- Junior or Senior Standing with minimum 3.0 GPA
- Marketing, Communications majors preferred but not required
- Proven written communication skills, and a passion for writing both short- and long-copy.
- Excellent verbal communications skills.
- An interest in marketing, communications, social media or reputation management;
- Familiarity with key social media tools (e.g. Twitter and Facebook) and with Microsoft Office products (e.g. Word, PowerPoint, Excel);
- An ability to consistently demonstrate our values of insight, hard work, and effectiveness in your personal approach to work;
- An entrepreneurial attitude;
- Excellent attention to detail and a high motivation to learn
- A proactive, service-focused attitude towards clients and candidates and the teams you support internally;
- An ability to remain calm under pressure and a robust/resilient attitude towards challenges;
- An ability to prioritize work and complete tasks with quick turnaround times and minimal fuss; and

Other:

- This is a paid internship at $11.50 per hour.
- Work approximately 10-15 hours per week with flexible work hours and days. We understands the demands of class attendance and coursework, therefore we offer a degree of flexibility to our interns to ensure their continued success at University.

QUALIFIED CANDIDATES SHOULD EMAIL A RESUME, COVER LETTER AND WRITING SAMPLE TO:

Maggie Chase at 4u@angeleone.com

Angeleone is an equal opportunity employer.