



# Public Relations and Social Media Intern Job Description

Supervised by: Director of Development

Oversight by: Volunteer & Intern Program Manager

## SUMMARY:

To provide assistance to the Agency with social media channels and website updates.

This position provides the intern with an opportunity for education and growth while enhancing Agency goals.

## QUALIFICATIONS:

- BA, BS or Associates student in communications or related field from an accredited university or college
- Training in domestic violence and/or sexual assault preferred
- Respect and work with people who are different than we are, including but not limited to: Age, Abilities, Education, Socio-Economic status, Gender and Sexual Orientation, Culture, Ethnicity or Religion
- Demonstrate a sincere, caring and non-judgmental attitude towards others
- Excellent oral, written and interpersonal communication skills
- Experience with various social media channels including twitter, Facebook, LinkedIn and YouTube
- Experience developing content for and making updates to websites
- Completion of Agency and Program training

## RESPONSIBILITIES:

- Abide by agency policies, procedures, contracts, rules and regulations
- Articulate HAVEN organizational goals, services and empowerment philosophy
- Notify supervisor of any/all conflicts of interest should they arise during a HAVEN internship
- Demonstrate open communication, collaboration and teamwork with staff, volunteers, interns, community members
- Provide regular updates via the agency's social media channels including Twitter, Facebook, LinkedIn, YouTube
- Take appropriate measures to increase the Agency's social media followers
- Draft content for the website and Agency e-newsletter
- Assist in drafting press releases when appropriate
- Create and maintain press packets
- Track agency press coverage

## OTHER DUTIES

- Responsible for identifying, obtaining and providing reasonable notification to HAVEN supervisor of all university required documents and timelines
- Read and respond to weekly volunteer/intern/staff communications
- Attend weekly supervision with a prepared agenda
- Independently seek out ongoing education opportunities and attends trainings and meetings as directed
- Incorporate trauma stewardship concepts for own self-care
- Track internship hours and submit according to established procedures
- Duties and responsibilities may be added or changed to assist with projects or events that contribute to the betterment of the agency

## TIME COMMITMENT:

- Must have some weekday availability, 10-15 hours/week. A one semester commitment is required.
- Provide reasonable notification to supervisor when unable to attend a scheduled event

*I have read my intern description and agree to abide by responsibilities, duties, policies and procedures outlined. I understand failure to comply with program and agency policies and procedures, including multiple delays or inability to attend scheduled days, may result in a termination of my internship. I understand I will receive training and supervision to support my learning needs.*

Intern Signature

Date