



SOCIAL MEDIA & MARKETING INTERNSHIP

REPORTS TO: Program Director

CLASSIFICATION: Volunteer

MISSION

Jodi House empowers brain injury survivors to not merely survive, but thrive, by providing classes and services that encourage their physical, cognitive, and behavioral recovery to the greatest extent possible.

INTERNSHIP SUMMARY

Under the direction of the Program Director, the Social Media Intern supports the organization in maintaining and growing its reach through content creation, interaction with followers and accounts, and other marketing efforts.

INTERNSHIP RESPONSIBILITIES

- Plan and create content featuring photos, quotes, graphics, etc. using Canva
- Follow established social media calendar
- Post to Facebook and Instagram at least 2-3 times per week
- Respond to messages and comments within 24 hours
- Post to organization's Instagram story
- Interact with posts in our feed, share relevant posts to our Instagram story
- Create and share blog posts
- Assist in marketing our events, campaigns, and support groups via social media
- Serve as a representative of Jodi House to brain injury survivors and community partners
- Work with sensitive information and maintain confidentiality

INTERNSHIP REQUIREMENTS

- Maintain a high level of professionalism and attention to detail and possess excellent written communication skills
- Experience using Canva
- Experience working in Facebook and Instagram
- Ability to produce content that aligns with the mission and style standards of Jodi House
- Ability to work independently and take initiative

SCHEDULE & LOCATION

- Ability to commit to a regular schedule of 4-6 hours weekly with a minimum of a 6-month commitment
- In-person or remote opportunity

Interested candidates should submit their resume to Gabby Chambers at gabby@jodihouse.org. Selected candidates will be contacted for an interview.