



the Service Board INTERNSHIP DESCRIPTION

TITLE: Social Media Intern

DATES: January 2023 – May 2023

REPORTS TO: Communications Manager

As a youth-led organization, the Service Board (tSB) builds community around the power of youth. tSB provides youth an inclusive space where they can find their voices and foster a more equitable future. Through sports such as snowboarding, we are committed to increasing diversity in the outdoors and building confidence in youth.

tSB is seeking a **Social Media Intern** to assist communications staff with our social media strategy and execution.

Qualifications

- Experience with social media platforms such as Facebook, Instagram, and LinkedIn
- Proficient with Microsoft Suite and G Suite is preferred, but not required
- Prior experience of tSB is encouraged, but not required
- Moderate experience snowboarding is highly preferred
- Passion for the mission and values of tSB – mentoring, service, social justice, outdoor adventure

Skills

- Ability to multitask and work independently
- Excellent interpersonal and communication skills
- Experience with and understanding of the diverse communities we serve
- Energetic, hard-working, and enthusiastic demeanor that takes initiative
- Intermediate snowboarding skills

Roles and responsibilities

- Support tSB's social media strategy by creating content, monitoring accounts, and monitoring success metrics
- Attends Core Program events once a week (Wednesday or Saturday) to gather photos and videos for media needs
- Co-manages social media calendar
- Participates in social media committee meetings by presenting metrics and trends
- Stay up to date on social media trends
- Co-manages media library on tSB's Google Drive
- Collaborates with program partners to create shared social media content

Compensation and Schedule

- \$200 stipend per month for four months
- Successful interns will receive a letter of recommendation, opportunities for professional development, access to snowboarding gear, and snowboarding days
- This position requires interns to work 5-10 hours a week
- Position will be hybrid with a mix of in-person and remote work

How to apply

Please email your resume and cover letter to isis@theserviceboard.org. In your cover letter, please talk about why you are interested in this position and how your values align with tSB. Feel free to include any social media or other marketing content samples you've previously created.