



## Social Media Coordinator Intern

15-20hrs a week

Monthly stipend

### Description:

We are looking for a Social Media Intern to create, launch and publish throughout our various social channels such as Facebook, TikTok, Twitter, LinkedIn, and Instagram. Our Social Media Intern responsibilities include promoting our content on social media. To be successful in this role, you should have experience with digital publishing and generating traffic and leads for new business. Please share samples of your work (portfolio or links to published articles) along with your application, specifically work with Instagram, Facebook, & Twitter. Ultimately, you will help us reach our target audience by delivering both useful and appealing online information about our company and products specifically through social media. You Work closely with ISLA's Marketing & Social Media Manager.

### Key Intern Responsibilities:

- Plan, draft, and schedule future social media posts (creative and/or copy) using Canva, Later, and other tools to meet social media goals
- Track social media engagement to identify high-performing ideas and campaigns for scalability
- Strong presence of our mission and vision within our communities across our social channels by actively engaging with supporters by commenting/posting in accordance with brand standards
- Ensure that all content meets the branding guidelines
- Interact with followers by communicating and answering questions through the organization's social media channels.
- Assist in implementing plans to increase followers on popular social media websites.
- Help create content as dictated by the monthly editorial calendar to promote sales, blogs and products

### Qualifications:

- Bilingual in Spanish in English, both written and verbal communication





required.

To apply, submit your resume and cover letter, with your salary expectation, to [Josue@laislaschool.org](mailto:Josue@laislaschool.org) & [Jenice@laislaschool.org](mailto:Jenice@laislaschool.org)

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