

## Social Media/Digital Communications Intern or Assistant

Temporary, part time position expanding Jubilee's presence on social media and serving as back up for Communications Director for publishing newsletter and website updates.

### Responsibilities

- Create compelling social media campaigns on Jubilee's Facebook group, Facebook page, Twitter and Instagram accounts. Make recommendations for other social media outlets.
- Provide backup to Communications Director for issuing newsletters on Mailchimp and website updates on Wordpress using Thrive website building

### Requirements

- Must have strong working knowledge and experience effectively using social media
- Experience using Mailchimp and Wordpress/Thrive or strong interest in learning to use these tools

This is a temporary part-time position for a student intern or assistant working approximately 8-10 hours a week throughout the summer. Successful candidate will have strong comfort level working remotely while being available for occasional in-person meetings. Reports to Jubilee's Communications Director. Pay is \$15 per hour.

Send cover letter and resume to [communication@jubileecommunity.org](mailto:communication@jubileecommunity.org).