



Hays County Food Bank 220 Herndon Street San Marcos TX (512) 392-8300

Communications and Social Media Intern

Want to get experience or earn credit while working at an organization that gives back? Work for the Hays County Food Bank as an intern and gain skills while giving back to the community.

We offer flexibility and will often work around your schedule. We offer our interns responsibility and mentor them to create an extremely valuable experience.

Internships are available year round in the winter, spring, summer, and fall.

Application Instructions

Interested applicants should submit a resume and cover letter to Jim Wagner at jwagner@haysfoodbank.org for review and consideration. Applicants are accepted year round so be sure to indicate your desired time frame as well as desired internship in your cover letter.

Summary

We are looking for talented and creative individuals to help maintain and improve our communications network through traditional and new media projects. This person will report directly to the Communications Coordinator and should provide creative ideas and innovative solutions for our nonprofit to maintain positive public opinion and increase fundraising opportunities.

Responsibilities

- Media appearances as assigned
- Responding to disaster media requests as assigned
- Writing, editing and publishing news releases and blog articles
- Using Twitter to promote events, organizational information and communicate with our online community
- Writing, editing and publishing blog articles
- Evaluating and monitoring appropriate metrics
- Managing social media accounts i.e. Facebook
- Encouraging volunteers, community members and staff members to engage in social media

Qualifications

- Experience with Facebook, Twitter and related social media tools; knowledge of FBML preferred
- Familiarity with photo and video sharing applications including Flickr and YouTube
- Knowledge of Microsoft Office including Outlook
- Public relations background or experience a plus

Training and Supervision

Training and supervision conducted by Executive Director and HCFB staff



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Time Commitment

- > 15-20 hours/week (2-3 days)
- > Precedence will be given to those who can commit to a minimum of 10 weeks service.
- > Work will be done within HCFB office hours M-F 8:00am-4:00pm

Benefits

- > Internship position is unpaid, but may be eligible for college credits.
- > Build your portfolio of work.
- > Flexible scheduling.
- > Help meet an important social need in a local organization