

# own your own universe.org

San Marcos, Texas

Social Media and Marketing Intern needed by local nonprofit company ASAP.

## Job Description for Intern:

1. Data entry, print labels, tax receipts, and organization of files.
2. Handle mailings, post office, minor errands (mileage always paid), and packaging online orders.
3. Mailing List maintenance.
4. Video events and take pictures at events (video camera supplied at event)
5. Daily Social media posting on all the available sites.

## Qualifications:

1. Be willing to bring ideas to the table. Open atmosphere where creativity is encouraged.
2. Strong computer skills—Proficient on a Mac
3. Organizational skills
4. Integrity

## Interested?

Email resume to: [ownyourownuniverse@gmail.com](mailto:ownyourownuniverse@gmail.com)  
\$600 scholarship upon successful completion of the internship.