Social Media Intern  

DUTIES:  
- Provide support with the Town’s social media (i.e., Facebook, Twitter, Instagram, website, etc.).  
- Work with departments to grow and drive social media adoption and best practices.  
- Advise staff of current trends and make recommendations on how the Town should incorporate these trends.  
- Recommend how our social media programs should grow and evolve based on current trends and propose new programs and strategy.  
- Actively look for trends to determine how our social media programs should evolve based on engagement and involvement.  
- Coordinate social media campaigns and assist with development of monthly social creative content.  

REQUIREMENTS:  
- Must be a Communications, Technology, or Public Administration major.  
- Must currently be enrolled in an accredited institution of higher education and in good academic standing.  
- Must pass MVR and background check.  

CONTACT:  
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