



Social Media Intern (unpaid – virtual)

Who We Are:

Under 1 Roof is a local nonprofit providing housing to the homeless population in Dallas County. The mission of Under 1 Roof is to assist persons to become self-reliant; Under 1 Roof provides transitional and permanent supportive housing and other services to homeless and low-income individuals as well as families of our community. Our vision is to have a community where everyone has safe affordable housing and the tools to become self-reliant.

Requirements:

To be eligible, a student must be a junior or above in one of the following majors: Marketing, Public Relations, Journalism, Communication Studies, Advertising, Interns will work 10 to 15 hours per week.

Description:

Transform your passion for social media into valuable experience by assisting and collaborating with our Development team. By providing research and copywriting assistance, you will play an active role on real projects that will help us grow.

Responsibilities:

- Write first draft of fun, creative, compelling posts and tweets for business clients in various industries.
- Conduct market research in cities nationwide via the internet for social media content.
- Use appropriate grammar, punctuation, spelling in all posts and client representation.
- What we want in a Social Media Intern:
 - Knowledge of social media – Facebook and Twitter
 - Team player
 - Complete press release
 - Demonstrated ability to work independently
 - Strong oral and written communication skills
 - Works well under pressure with aggressive deadlines if needed
 - Comfortable interacting with all levels within the organization, as well as external audiences
- Possesses knowledge and experience in Microsoft Office Suite, and various on-line news gathering sources and social media tools/platforms



This position and all tasks will be performed remotely. Interns must be available to check in via email as they will work with team members who are at our office in Dallas.

This job description is a general representation of the duties and responsibilities commonly found in Social Media Marketing for this type of position; it may be modified based upon agency necessity.

Please submit a cover letter, resume, writing sample and two references to

Verna Jones - vjones@under1roofdallas.org to apply. Please include first initial and last name

- Social Media Intern" in the subject line. Please visit Under 1 Roof's website www.under1roofdallas.org.