



Social Media and Marketing Intern

Reports to: TBD

Position Status: Intern - Unpaid –20 hours/week. Travel may be required.

Basic Function:

To serve as the Social Media and Marketing Intern for the Regional Office of your choice (Nashville, Chattanooga, or Upper Cumberland). Will assist with social media and communications for the entire affiliate. Will take part in social media, marketing, communications along with the planning and implementing of marketing materials (depending on the year).

Specific Responsibilities:

- Be the first point of contact for the organization on assigned days in the office
- Will help with planning of social media postings throughout the week
- Will be the point of contact for Regional Facebook Event Pages (depending on Region)
- Be in charge of posting things to social media or reporting them to the VCEC in a timely manner

Social Media:

- Facebook Personal Accounts
- Facebook Pages and Groups
- Twitter
- Hootsuite
- Google+
- LinkedIn
- YouTube / Vimeo
- Pinterest
- Blogging to include best uses of Tumblr / Blogger / WordPress

- Work to help publicize all events for the Affiliate via social media
- Work with staff to write and distribute media releases, and implement communication and social media plan.
- Assist with coordination of event details in your Regional Office
- Work with volunteers to create special event collateral materials including program brochures and auction descriptions.
- Responsible for planning and managing the holiday open house (depending on time of year)
- Attend events of the Affiliate as requested by staff.
- Perform other job-related duties as assigned by the Executive Director
- Enjoy working as a member of a team and working with a variety of volunteers

Position Qualifications

Specialized knowledge requirements of the position:

Working knowledge of Microsoft Office Suite (Excel, Outlook, PowerPoint and Word)
Knowledgeable in social media
Excellent interpersonal skills
Clear verbal communication and writing skills

Fiscal and Operating Statistics:

The Intern's efforts will contribute to the efficiency of the Operations, Development and Missions Team, while learning key skills in community health education and revenue generation will ultimately enhance our capability to save more lives through increased funds available for mission investment.

Please Send Resume and Cover Letter to:

info@komencentraltennessee.org

If you have questions, please contact our office at 615-383-0017.

About Susan G. Komen®

Susan G. Komen is the world's largest breast cancer organization, funding more breast cancer research than any other nonprofit outside of the federal government while providing real-time help to those facing the disease. To date, we've invested more than \$2.9 billion in groundbreaking research, community health outreach, advocacy and programs in more than 60 countries. Komen was founded by Nancy G. Brinker, who promised her sister, Susan G. Komen, that she would end the disease that claimed Suzy's life.

For more information, please visit komencentraltennessee.org.