Alumni Network, Social Media Intern

Overview
Reality Changers is a dynamic non-profit organization that transforms lives, schools, and communities by providing youth from disadvantaged backgrounds with academic support, financial assistance, and leadership training to become college graduates.

The Alumni Network serves Reality Changers’ over 2,750+ program graduates by offering leadership opportunities as well as academic and career services: bringing graduates together to serve each other, their younger peers, and the network. The Intern will contribute to the operations of the Alumni Network program as it seeks to connect with and engage Reality Changers graduates.

During the internship, this person will learn about the internal operations of a growing non-profit organization and have the opportunity to contribute to one of its key programs, the Alumni Network. Many of the position’s responsibilities will be independent work that requires the highest regard for consistency of writing, content creation, and research.

This is an unpaid internship position that offers up to 10 hours per week.

Responsibilities
Intern responsibilities include, but are not limited to:

- Create content for social media platforms that boost alumni engagement with the organization
- Create promotional and information materials that boost alumni engagement with the organization
- Support with social media management (i.e posting, reposting, etc.)
- Research, create, and maintain a resource database for continuing education and professional development for alumni use
- Support the alumni team on other administrative tasks, projects, and events

Internship Requirements:

The intern will be working remotely and must have the ability to communicate with a remote supervisor. Schedule is flexible, between 6-10 hours per week for a minimum of four months with the possibility for renewal based on interest and performance.

- Proficiency in Google Drive is required
- Proficiency in Canva is preferred
- Proficiency in Instagram, Facebook, and LinkedIn
- Demonstrated content creation skills and abilities
- Demonstrated experience in implementing social media content and campaigns
- Excellent organization and detail management skills
- Consistent attendance at each assigned shift
- Pursuing a degree (or graduated) from an accredited college or university
- Strong understanding and appreciation of Reality Changers’ mission and culture

Please email a resume, cover letter, and sample of work to the contact below to be considered. Applications will be reviewed on a rolling basis.

Contact: Katie Craig | Volunteer & Intern Coordinator | Katie@RealityChangers.org