



Parrott Creek

Serving Children and Families

Social Media Intern

Job Summary: The Social Media Intern supports virtual communications at Parrott Creek Child and Family Services.

Reports to: Development Director and Executive Director

FUNCTIONS AND RESPONSIBILITIES:

- Manage the company's social media accounts and posts content.
- Assist with the design and execution of social media campaigns.
- Help create weekly and monthly editorial calendars to promote communications on various social media platforms.
- Create and distribute content such as infographics, videos, and post sharing.
- Monitor social media platforms to engage follower comments and direct messaging.
- Track engagement to analyze and identify high-performing ideas and campaigns for scalability.
- Understand the overall messaging of the organization, including the brand, vision, values, stakeholders, and programs.

REQUIREMENTS, KNOWLEDGE, SKILLS AND ABILITIES

- Experience with major social media platforms, including Facebook, twitter, LinkedIn, Instagram, and YouTube
- Strong verbal and written communication
- Attention to detail
- Professionalism
- Experience or interest in social media analytics software, including Facebook Insights, Google Analytics and Twitter Analytics to track audience engagement and campaign performance
- Non-profit, child welfare, or juvenile justice background or interest is preferred

WORK ENVIRONMENT

- This position is part of a small development program with strong support from the Development and Executive Directors.
- Duties are performed remotely and at the administrative office in Oregon City (when COVID restrictions are lifted).
- Position requires the ability to sit and/or stand for extended periods and use a computer for extended periods.

SALARY

- Unpaid
- Part time, 10-15 hours/week

TO APPLY

- Email resume to development@pcreek.org and include a brief introduction on your interest and background (in the body of the email).
- Parrott Creek is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.