

### SOCIAL MEDIA INTERN

#### ORGANIZATION OVERVIEW:

The Wesley Food Pantry serves about 1,350 people each month with a week's worth of emergency food. Our mission is to alleviate food insecurity one family at a time.

#### INTERNSHIP OVERVIEW:

*Wesley Food Pantry* seeks a website and social media intern to assist the Pantry Director with marketing and social media. The intern will also have opportunities to attend meetings and gain deep insight into the organization's mission.

#### RESPONSIBILITIES:

- Create and schedule Facebook posts
- Design new flyers and infographics
- Write articles for the Spire newsletter and weekly email newsletter
- Edit and update the website

#### SKILLS AND QUALIFICATIONS:

- Some website design or editing experience required.
- Some graphic design coursework and an interest in creating visually appealing work

#### ADDITIONAL INFORMATION AND REQUIREMENTS:

- Recommended software proficiencies include Adobe Contribute, Photoshop, and video editing software. HTML or PHP experience a bonus.
- 5-10 hours/week with some flexibility of when work needs to be performed.
- We prefer that the internship duration be for the academic year. However, will consider students wishing to intern for one semester.
- This is a non-paid internship. A stipend of \$25 per week will be provided to offset incidental expenses.
- Bringing your own laptop is helpful, but not required.
- Free parking is provided at Wesley (corner of Goodwin and Green) while on the job.
- The interns will report to the Pantry Director.