

Social Media Intern

Reports to: Communications Department
Position Status: Intern (unpaid)
Time Commitment: 15-20 hours per week

About Susan G. Komen®

Nancy G. Brinker promised her sister, Susan G. Komen, she would do everything in her power to end breast cancer forever. In 1982 that promise became Susan G. Komen® and launched the global breast cancer movement. Today, Komen is the world's largest grassroots network of breast cancer survivors and activists fighting to save lives, empower people, ensure quality care for all and energize science to find the cures. The Chicagoland Affiliate, established in 1997, is one of over 100 Affiliates in the U.S. Since 1997, Komen Chicago has invested nearly \$17.4M in local programs, funding potentially lifesaving services for underserved and uninsured men and women.

Position Overview & Basic Function:

The Social Media Intern will assist the Affiliate with social media including e-newsletter campaigns, Facebook, Twitter, website and other digital media.

Primary Responsibilities:

- Research and create content for social media posts, including breast health/breast cancer awareness, education and news items
- Clarify objectives and track progress of social media growth
- Create social media calendar for upcoming months
- Research and report on new social media trends and services.
- Write new content for Komen Chicago Facebook, Twitter and other accounts to promote Komen's programs and drive website traffic
- Work with staff and social media virtual volunteers on training and social media updates

Required Skills & Education:

- Excellent communication, customer service and interpersonal skills.
- Strong time-management, organizational and research skills.
- Passionate about social media
- Have strong computer skills, including strong experience in Microsoft Offices (i.e. Word, Excel)
- Web and/or graphic design experience preferred
- Must be enrolled as an undergraduate or graduate student or be a graduate of a college or university

Other:

- Ability to lift / carry 15 pounds; capable of standing for one hour or more.
- Position will need to use their personal computer
- Candidate may be subject to a criminal background check.

Benefits:

- Opportunity to gain insight into the not-for-profit sector.
- "Hands-on" environment with individuals who respond to critical community issues.
- Develop above-entry-level skills.

To Apply:

Please submit a cover letter and resume to Pam Barrett, Director of Operations, at pbarrett@komenchicago.org. Please put the intern job title and your first and last name in the subject of the email.