



ATTENTION ARAV STUDENT MEMBERS!

ARAV is looking for a social media intern! This Social Media Internship is a paid internship and would assist with the ideation, development and execution of social media programs and campaigns that engage existing members and generate new members.

This Social Media Internship will be responsible for:

- Help with idea generation, content creation, planning and scheduling for all ARAV social media platforms. (Facebook, Twitter, and Instagram)
- Assist in managing social media editorial calendar by copywriting, proofreading, and scheduling outgoing content.
- Routinely monitor ARAV social channels, communicate opportunities for engagement and conversations.
- Identify social media trends and ideate on content to enhance the ARAV channels.
- Collaborate with Social Media Committee to ensure that the ARAV accounts are producing fresh, relevant and informative content at all times.
- Coordinate and deploy social media contests to increase engagement
- Track trends and create reports for internal stakeholders to analyze the progress of ARAV's social media strategy.
- Participate and attend content development and social strategy meetings as assigned.
- Other duties as assigned.

What we are looking for in a Social Media Intern:

- Knowledge and proficiency in Facebook Business Manager, Instagram, and Twitter.
- Knowledge of social media ad buying is a plus.
- Knowledge of social media content management systems is a plus.
- Must be an ARAV Student Member in good standing
- Ability to meet tight deadlines and work well under pressure.
- General knowledge of social media image and video specifications.
- Strong organizational skills, time management skills and attention to detail required.
- Strong verbal and written communication skills with an emphasis on copy writing skills.
- Proficient in all Microsoft Office Suite and other related computer programs is required.
- Ability to prioritize and manage multiple tasks/projects.
- Ability to work independently without supervision, be self-directed and demonstrate initiative.
- Strong team synergy skills and ability to work collaboratively with others.
- Exhibit good judgment and decision-making skills.