

## **Marketing & Communications Intern – Social Media**

**Reports to:** Marketing & Communications Director

**Hours:** Flexible – Max of 20 hours/week

### **Description**

Chapman Cultural Center is seeking a creative and innovative individual to aid in the creation and promotion of social media content for the organization.

The intern will be responsible for creating engaging social media content and imagery as well as coming up with new ways to increase awareness of Chapman Cultural Center and its affiliated channels.

As an intern, you will have the opportunity to collaborate as a member of the CCC Marketing team and work closely with other departments to share the stories and impact of CCC. The Marketing & Communications Intern - Social Media will also assist with communications needs including website content creation and management.

### **Primary Responsibilities**

- Social Media content creation and monitoring
- Develop content on a weekly and monthly basis
- Contribute to the creation of communications and outreach tools such as monthly newsletters and email campaigns,
- Create original content for print and digital publications
- Provide additional marketing and communications support to the CCC team as assigned

### **Ideal Qualifications**

- Ability to work well with people of all ages and technical skill levels
- Ability to work independently and within a team efficiently
- Basic knowledge of HTML; experience in WordPress & other website CMS a plus
- Basic understanding of Adobe Creative Suite (Photoshop, Lightroom, InDesign) Microsoft Office Suite, and Canva
- Basic knowledge of videography and photography principles

### **Requirements**

- Professional demeanor and interpersonal skills
- Highly organized, detailed, and skilled in time management

**Compensation:**

\$12/hr up to a maximum of 20 hours per week.

**To Apply:**

Please submit a Resume and Cover Letter to David Ocasio, Marketing and Communication Director, at [dOcasio@chapmanculturalcenter.org](mailto:dOcasio@chapmanculturalcenter.org) with the subject line Marketing & Communications Intern – Social Media Application