

GLOBALWA

Social Media Intern Global Washington

Position Title: Social Media Intern
Reports To: Executive Director
Time commitment: Part-time (approx 20 hours per week)
Compensation: Paid internship

The Social Media Intern is responsible for the strategic development and on-going implementation of social media communications for Global Washington. This position's primary goal is to effectively connect Global Washington community members and promote Global Washington's activities, framed within its mission and values.

Primary Responsibilities

- Coordinate with staff on regular blog posting, composing additional posts as needed using Wordpress
- Compose regular updates and interact with users on current social media sites: Twitter, Facebook, LinkedIn
- Implement social media strategy including:
 - Regular postings in various categories as outlined by the social media calendar
 - Engaging with audience via social media, building on existing relationships and create new ones
- Coordinate with GlobalWA volunteers to elicit content that can be published in various categories of social media strategy
- Review and suggest improvements on current social media strategy

Skills and Qualities

- Excellent written and verbal communication skills
- Knowledge of social media tools and and experience in social media strategy and implementation
- Experience working with Wordpress, Facebook and Twitter
- Ability to work both cooperatively with teams of staff and volunteers as well as independently on a self-guided timeline
- Organized and detailed work habits

GLOBALWA

Global Washington is an Equal Opportunity Employer and all qualified candidates are encouraged to apply. To apply please send a cover letter, resume and three references to:

Bookda Gheisar, Executive Director
Global Washington
500 Union Street, Suite 801
Seattle, WA 98101

Or send via email to info@globalwa.org with the Subject Line: Social Media Internship.

No phone calls please.

Global Washington is a broad-based membership association that promotes and supports the global development sector in the state of Washington. Composed of non-profit organizations, foundations, businesses, government and academic institutions, our members work collectively to build a more equitable and prosperous world. Global Washington convenes members to generate new opportunities for growth, strengthens member organizations to increase their impact, and advocates across key global development issues at the local, national, and global level.