



# SHE ACADEMY

## SOCIAL MEDIA MARKETING, INTERN

### **About Us:**

She Academy is a 501(c)(3) organization developed to support and empower teenage girls on their journey to young adulthood through impactful mentorship, self-empowerment, and building healthy relationships. We provide teens with the tools to help them manage stress, establish healthy relationships and purposefully accomplish their goals. Through mentorship, training, seminars, workshops, and community outreach programs, we are able to provide our girls with meaningful information.

At She Academy, we have a family-oriented environment that motivates and encourages you to reach your fullest potential. Although this is an unpaid internship, you will gain professional experience to enhance your personal and professional goals.

### **Description:**

This role is an extension of our Digital Marketing department. Responsibilities include creating content for She Academy's social media accounts. Other duties include creating original content, engagement posts, captions, hashtags, research about marketing programs to support the growth and expansion of She Academy, and creating performance reports to track data and analytics for each platform.

Examples of job duties:

- Creating original posts for social media posts and other forms of advertisement
- Researching trends and hashtags to support content creation
- Managing multiple social media accounts at a time
- Completing assigned projects specific to social media platform

This position is 10-20 hours per week, Monday-Friday from 9 am-5 pm. This position is hybrid, equipment is not provided. Transportation is required and not provided by the company.

### **Qualifications:**

- Must be 21 years of age
- Must have good oral and written communication skills.
- Must be equipped to work from home (equipment not provided).
- Microsoft Office Proficient.
- Must have 2 years of experience or currently enrolled in an accredited University and studying Business, Communication, Journalism, or English.

### **How to apply:**

Please submit a cover letter and resume via email to [sheacademyinfo@gmail.com](mailto:sheacademyinfo@gmail.com)

We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.