

The REC Communications Intern will work with the REC faculty, staff, and students to curate the Center's outreach, website and social media presence, including promoting interactive and engaging content, expanding the alumni network, and growing digital outreach.

Social Media and Content Coordinator Job Responsibilities:

- Develop and curate engaging content for social media platforms.
- Assist in the creation and editing of written, video, and photo content.
- Collaborate with public affairs team to create stories/content
- Interact and respond to social media messages, inquiries, and comments
- Possibly create reports on key metrics
- Help produce and manage tailored content, typically for the web
- Write and edit various types of content, including bi-monthly newsletters and as-needed website content

2-3 hours per week, \$16 per hour

Social Media Coordinator Qualifications / Skills:

- Experience with writing and social media management tools
- Proficiency with photo editing tools, digital media formats, and HTML
- Good verbal communication skills
- Good time management skills
- Detail-oriented approach with ability to work under pressure to meet deadlines
- Must be self-motivated