



Outreach and Social Media Intern  
Environmental Resource Center  
**SAN FRANCISCO STATE UNIVERSITY**



**NUMBER OF OPENINGS: 1**

**\*Open To Any Major**

**TIME COMMITMENT:**

40 Hours *Minimum* Per Semester in TOTAL

**JOB DESCRIPTION:**

*The Environmental Resource Center of Associated Students focuses on increasing sustainability through projects, policies, and education/outreach. Our team works towards promoting zero waste, educating students on various social justice and environmental issues through environmental events/workshops, providing sustainability resources for students on campus, and incorporating sustainable advancements into the functions of the Associated Students' operations and programs.*

In this internship, you will integrate yourself into the fabric of Associated Students to change internal policy, engage with student government committee work, and improve the environmental consciousness and practices of current A.S. staff and programs.

As the Outreach & Social Media Specialist, your primary responsibilities are to collaborate with the Environmental Outreach and Engagement Coordinator on event planning and corresponding marketing, help grow social media, represent the ERC at events and assist other interns in their creations.

We are looking for someone with innovative ideas to engage a more academically diverse group of students to come to our events and increase attendance. Side note: the ERC might make an appearance on an SFSU podcast, so we are trying to expand in that way and not only bring people to us, but also include more people's ideas.

**\*\*\*This is an UNPAID position\*\*\***

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

- Keep up to date with all major Associated Students Committees and Assemblies.
- Explore other Universities' environmental organizations for ideas ERC could implement.
- Create stories, posts, and reels on Instagram as well as post live pictures/video during events.
- Find relevant educational information that we can share on our platforms.
- Post interactive IG stories at least once a week.
- Track success rates of each post on social media to increase engagement in future posts.
- Spearhead events that help promote our projects, environmental education, Sol Patch, and other collaborations with AS organizations.
- Promote outside environmental organizations and AS organizations that are doing environmental work.
- Explore new opportunities for students to get involved in the decision making processes on campus.
- Be available to table weekly, or bi-weekly for ERC events.
- Must be available to attend weekly meetings.
- Must be able to attend ERC events and workshops.

### **LEARNING OBJECTIVES:**

- Improve written and verbal communication skills. Enhance understanding of social media marketing strategies.
- Learn how to manage multiple projects while meeting deadlines.
- Develop community by working with other interns to achieve a common goal.

### **QUALIFICATIONS AND REQUIREMENTS:**

- Must be a student at San Francisco State University
- Must have passion for and/or background in environmental sustainability, waste management advancements, or community organizing.
- Previous volunteer work with the ERC and/or environmental organizations is a plus
- Excellent written skills; highly experienced with email correspondence
- Excellent verbal skills; able to give presentations and lead meetings
- Excellent organizational skills; experience with creating calendars and agendas
- Proficient in Google Applications and Microsoft Office

\*\*\*student availability on Wednesday's 2-4pm to represent ERC at the Associated Student (AS) Board of Director meetings **will be highly considered for this role.**

Not sure what the Associated Board of Directors is? Click on the link here to find out more information. [AS Board of Directors](#)

**TO APPLY:**

Apply with your resume, (preferably) cover letter, and personal availability (Monday-Friday) and send to [ercdirector@asi.sfsu.edu](mailto:ercdirector@asi.sfsu.edu) and please cc the Engagement and Outreach Coordinator at [erceoec@asi.sfsu.edu](mailto:erceoec@asi.sfsu.edu)

**QUESTIONS?**

Feel free to email [ERC Director](#) or DM us on Instagram, [@as\\_erc\\_sfsu](#)