



## **Social Media Intern**

*Nashville International Center for Empowerment, established in 2005, is a nonprofit 501(c)(3) community-based organization dedicated to ensuring refugees and immigrants achieve their full potential now and for generations to come.*

**Title of Position:** Social Media Intern

**Purpose:** Nashville International Center for Empowerment (NICE) serves refugees, asylees, and immigrants from all over the world coming to the Nashville area. NICE serves this population by providing assistance with resettlement, employment, education, health, mentorship, and other community resources. Interns will contribute their time, skills and expertise and in exchange will gain experience in public relations and media management, community relations and outreach. The Social Media Intern will support the Communications staff.

**Commitment:** 10-15 hours per week; Consistent availability Monday-Friday 9 am-5 pm; specific schedule to be negotiated with supervisor.

### **Duties:**

- Develop stories/content for social media (weekly) and email newsletter (monthly)
- Interview clients/volunteers/staff and document events and programs
- Photograph and video various events and programs for promotion in media
- Research marketing and media strategies especially in non-profit/refugee resettlement
- Analyze social media data and provide insights to improve marketing
- Design graphics in Canva
- Schedule weekly posts on multiple platforms
- Assist with other Communications tasks as needed

### **Requirements:**

- Passion for the refugee and immigrant community
- Passion for social media and storytelling
- Proficiency in Microsoft Office and Google Suite
- Strong interpersonal skills
- Strong written communication skills in various genres
- Strong attention to detail and proofreading skills
- Experience managing media platforms—Facebook, Instagram, LinkedIn
- Experience creating engaging Instagram reels
- Knowledge of current social media trends
- Experience in email marketing, preferably Mailchimp
- Basic graphic design skills (Canva) and ability to follow brand guidelines
- Ability to work independently

- Ability to work and connect with individuals from diverse backgrounds

**Desirable:**

- Experience with photography and photo editing
- Experience scheduling and conducting interviews
- Experience with Wordpress

**Training:** Attend an initial orientation meeting with the program manager. Attend ongoing training as required by the supervisor. Participate in mid-semester and end-of-semester performance evaluations.

**Location:** 417 Welshwood Drive Suite 100, Nashville, TN 37211 (others as specified by supervisor).

**Supervisor:** This position reports to the Communications Coordinator

To apply, please fill out the Internship Application, and direct any questions to the Volunteer & Training Coordinator at [volunteer@empowernashville.org](mailto:volunteer@empowernashville.org).