



JUST US 4 YOUTH
MENTOR | HEAL | DEVELOP

JOB DESCRIPTION - Social Media Intern

Position Summary: Just Us 4 Youth is seeking a Social Media Intern to join our organization and support our mission to mentor at-risk youth to be better students, better people, and better leaders. The Social Media Intern will work closely with the Social Media Manager and gain hands-on experience on how to cultivate awareness and engagement on Just Us 4 Youth's brand, mission, and services through social media efforts.

Duration and Location: The internship is a 12-week program. The projected timeline is set to begin January 10th, 2021 and end April 4th, 2022, which is subject to change. The Social Media Intern will be expected to work 50% remote and 50% on-site based in Pomona, CA.

Compensation: This is a non-paid internship that will offer academic credit and field experience upon completion of hours required by University.

Hours: Interns will be expected to work a minimum of 10 hours per week and cannot exceed more than 20 hours per week.

Essential Duties & Responsibilities:

- Provide support to Just Us 4 Youth's mission and The Media's Team goal to foster a digital community;
- Research and analyze the latest trends and news for targeted audience and competitors;
- Assist in developing creative strategies to improve the organization's social media presence;
- Draft compelling and engaging content for various social media channels;
- Participate in building social media campaigns to actively engage followers

Learning Outcomes & Benefits:

- Gain professional entry, exposure, and experience in the nonprofit sector industry;
- Increase understanding of social media marketing and management in youth services;
- Expand an urban network of community partners and local agencies through collaboration;
- Be a part of a mission-driven organization that offers a unique internship experience through intentional career mentorship

Minimum Skills & Qualifications:

- Currently enrolled in an accredited 2-year or 4-year college or university as a Communications/Public Relations major or related field of study;

- Knowledge of social media platforms such as Facebook, Instagram, and Twitter
- Excellent organizational skills
- Excellent computer skills (i.e Google Suite)
- Excellent oral, written, and verbal communication skills

How to Apply:

To apply, please email Asia Ou via aou@ju4y.org a PDF of a cover letter and resume with the subject line 'Social Media Internship'. Thank you!