



Social Media Intern

Job Description

Are you always on Facebook? Constantly Tweeting? Do you read blogs and follow social media conversations? Are you interested in supporting public safety and community involvement?

Silicon Valley Crime Stoppers is a non-profit organization looking for a Social Media Intern to enhance our online presence, produce content for our Facebook, LinkedIn, Twitter accounts, etc. We are looking for an intern with enthusiasm and commitment to our cause. This position is a volunteer position with a stipend offered. We are happy to work with any academic requirements the intern may have, to help them earn course credit for their efforts.

Length of Internship: 3-6 months

Hours: Flexible hours, work from home. Attend some monthly meetings (optional).

Intern Tasks

- Creating and updating new profiles and pages (Facebook, Twitter, LinkedIn, YouTube)
- Update Crimes of the Week or other important information on social media and website
- Finding innovative ways to increase users to follow/friend/like our Non-Profit
- Writing, editing and posting blog posts/tweets/updates, etc.
- Uploading videos, photo albums to pages, etc.
- Tracking the growth and the impact of social media
- Replying to comments, messages, etc.
- Report findings and updates to the Board of Directors on a weekly basis

Qualifications

- **Must be enrolled as a student at least part-time or full-time at a college or University**
- Excellent written and verbal communication, strong editing skills
- Candidates must be proficient in Microsoft Word and Excel, Wordpress is a plus.
- Must have knowledge of social media – Facebook, Twitter, LinkedIn, YouTube, blogs, etc.
- Ability to create blogs, write updates, and Facebook posts on a frequent weekly basis
- Ability to identify a target market and “speak” to that consumer through social media
- Experience proofreading and editing

Application Process

Email resume and cover letter to info@svcrimestoppers.org with “Internship Application” in subject line. Stipends will be discussed during application process.

Questions?

Email us at info@svcrimestoppers.org