

## **Share Technology Program Social Media Intern Posting**

Share is an all-volunteer 501(c)(3) charitable organization ([www.shareofmclean.org](http://www.shareofmclean.org)) serving economically distressed families and individuals, including senior citizens, immigrants, victims of spousal abuse, and the homeless.

### **Responsibilities**

As a social media intern your responsibilities will include the following:

- Manage Share's social media presence
- Take pictures of Share operations as needed when volunteers are present
- Record weekly social media statistics such as views, number of posts, etc.
- Work a minimum of five hours per week.
- Send a weekly report to the Share Executive Committee and Technology Program leader of your accomplishments and progress.

### **Qualifications/Requirements**

To be successful in this role, all candidates for this position must meet the following minimum requirements:

- Be a current or rising high school student in Fairfax County.
- Have access to reliable transportation.
- Have access to your own mobile device.
- Possess a high level of experience using Instagram, TikTok, Facebook, LinkedIn, and Twitter.
- Be knowledgeable about Google Analytics, Twitter Analytics, Facebook Insights, and Instagram Insights, and be able to use these to make more interactive/relevant posts for the target audience.
- Be willing to work some Saturday mornings to participate in Share's operations.
- Have basic skills in photo and video editing.
- Be aware of your audience when posting images/videos to social media (Appropriate language, fonts, colors, etc.)
- Have a basic understanding of current social media and volunteering trends.
- Be proficient with Microsoft Office suite.
- Have excellent verbal communication skills.
- Be timely and committed to all arranged meetings.

### **Preferred qualifications:**

- Knowledge of Share operations/already a Share volunteer.
- Have demonstrated social media outreach presence.
- Have your own professional camera and microphone.