

## **Pakachoag Communications Intern – Job Description**

Pakachoag Music School is a non-profit community school for the arts providing learning opportunities and musical enjoyment for a lifetime. We're seeking an Intern to add to our team to assist with an array of Communication tasks.

**Position Open - Communications Intern:** The Communications Intern will assist in coordinating and managing the school's social media marketing and communications strategy, support fundraising events, and assist with other development related tasks. In this role, the Communications Intern will have the opportunity to develop his/her project management, content creation, and to increase visibility of the school and generate a following of people who have an interest in Pakachoag.

The Communications Intern will assist with weekly communication strategy and creation of weekly social media postings (at least 3 posts/week).

### Key Responsibilities:

- Creating 90-day calendar for Social Media accounts Facebook, Instagram, and Twitter
- Graphic design projects as assigned
- Assist with preparing promotional bulk-mailings
- Design materials for print, website, and social media
- Maintain social media platforms through engaging with audiences and other organizations.
- Support marketing campaigns by capturing photographs and videos

### Key Qualifications

- Interest in pursuing a career in communications
- Experience with Social Media platforms, including Facebook, Instagram, and Twitter
- Experience with constant contact and Google Analytics a plus but not needed
- Strong written and interpersonal communication skills
- Strong computer skills – Outlook, Word, Excel, Powerpoint required
- Available at least 5 hours per week during the semester
- Must be enrolled in a college or university and receiving college credit
- Self-motivated learner, and ability to work independently
- Ability to lift up to 25 lbs. (includes managing office supplies and occasional set up of light weight tables and/or chairs)

Salary: Unpaid, Part-Time, 5 hours/week

To Apply, please email Cover Letter and Resume to [Jacob@pakmusic.org](mailto:Jacob@pakmusic.org). Please note in the subject line: Communications Intern. Applications will be accepted on a rolling basis.