



Job Description: Social Media Marketing Internship (UNPAID)

Position Summary:

The Social Media Intern will directly assist the Founders of Focused Minds Education Group, LLC with a range of projects related to Social Media, Marketing and communication. The individual will work alongside the CEO, updating current events related to the company's mission, vision, and focus. This internship is designed to be both educational and practical. The selected intern will gain an understanding of the role communication and marketing can play in an organization, and better prepared to work in the arena of Communications/Marketing.

Hours for this internship will vary M-F 9am-12pm, and 1pm-5pm.

Responsibilities:

- Promote the mission and vision of Focused Minds Education Group, LLC in all social media platforms
- Update and maintain @FocusedMindsEdu social media presence and updates, including events and promotions across several platforms (Facebook, Twitter, Instagram, etc.)
- Assist in scheduling and creation of e-newsletters
- Update the Focused Minds Edu. Group website as needed
- Assist with other communication related responsibilities as needed

Benefits:

- Potential for permanent full time position
- Full Class Credits

Requirements:

- Must be a full-time student enrolled in a Bachelor's program; concentrations in Human Resources, Marketing, Public Relations, Communications, or Education preferred.
- Must be eligible to receive college credit- note this internship is an unpaid opportunity.
- An effective communicator, both written and oral
- Self-motivated, good organizational skills, detail oriented, ability to prioritize, multitask and meet deadlines.
- Creative and Resourceful
- Enthusiasm for the mission of Focused Minds Education Group, LLC and the community we serve.

For more information regarding this position please email: info@focusedmindsedugroup.com

www.focusedmindsedugroup.com