



Social Media Coordinator and Website Editor - Internship

Job Description:

GENERAL STATEMENT OF DUTIES: Responsible to rekindle the social media and web presence of the MetroWest STEM Education Network (MSEN). Responsible to create new social media campaigns for the MSEN and create new communication strategies to connect to the MSEN membership and the audiences served by the MSEN membership

Examples of Specific Duties and Responsibilities

- Edit and maintain MSEN website
- Maintain MSEN social media accounts (Facebook, Twitter)
- Design, create and manage social ad campaigns that increase public awareness of MSEN activities
- Assist in the design of Facebook Timeline cover, profile pic, thumbnails, ads, landing pages, Twitter profile, and blog
- Listen to and engage with MSEN members through social networks
- Distribute promotional/program information to targeted organizations regarding MSEN Program offerings
- Create and develop marketing campaigns to attract more participants from targeted groups
- Create and manage event registration system as needed

Requirements:

- Proficient in multiple social media platforms and management tools
- Proficient in Squarespace preferred
- Knowledge of HTML preferred
- Proficient in use of photo and video equipment
- Strong photo editing skills
- Comfortable with problem solving of technical issues
- Self-motivated
- Detail oriented
- Organized
- Good verbal and written communication skills
- Exhibits professional demeanor

MSEN office hours 9:00am – 4:00pm

Personal office space provided at the McAuliffe Center

Internship weekly hours: 15 for 8-10 weeks, depending on start date

Hourly rate: \$12-14/hour, based on experience

Start date negotiable

How to Apply:

- Complete the online Internship Interest form at <http://christa.org/job-internshipopportunities/> (or directly <https://www.surveymonkey.com/r/X96536Q>)
- Submit a résumé that includes all related coursework
- Submit a one-page cover letter that addresses the following questions: Why are you interested in this position? What skills can you bring to the position? What do you hope to get out of this experience?
- Submit name and email address for three references. Two of the three references must be Professors with whom candidate have studied.
- Email all application documents to both iporro@framingham.edu and epagliuca@framingham.edu

Deadline to apply: March 31, 2017

Additional Information: Framingham State University conducts Criminal Offender Record Information (CORI) checks relative to prior criminal convictions and pending cases, as well as Sex Offender Registry Information (SORI) checks relative to prior sexual offenses committed as an adult or juvenile on final candidates prior to an offer of employment for all positions. Framingham State University requires specific written authorization to conduct background checks. Failure to provide such authorization shall preclude your application from receiving further consideration.

Framingham State University is an equal opportunity/affirmative action employer.

Members of underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.