



Poppin'

5025 Collwood Blvd
Pacific Beach, CA 12345
(123) 456-7890

Social Media Intern

22nd January 2019

JOB OVERVIEW

Location: Pacific Beach, CA

Reports To: Angelina Florimon and Elizabeth Delgado

GENERAL JOB DESCRIPTION

You will work alongside the Social Media Managers and aid in having a huge impact on a fast-growing company. By helping curate and write relevant content that helps reach our SMM client's target markets, you will assist in selecting published content, and aid in developing the overall vision for our "Poppin'" social media marketing services. This will include giving final edits and uploading media calendars to schedulers.

DUTIES & RESPONSIBILITIES

- Help administer the creation and publishing of relevant, original, and high-quality content to develop brand awareness and online reputation.
- Be an extra set of eyes on SMM's work and being able to edit and catch minor mistakes.
- Upload content calendars to schedulers and plan specific, timely marketing campaigns.
- Aid in designing, creating, and managing promotions and social ad campaigns.
- Collaborate with the SMM team to help improve and execute on the success of our clients.

QUALIFICATIONS

- A college student with a Marketing major looking to grow and gain experience working within the social & digital media and agency space.

- Knowledgeable in social marketing and business trends.
- A clear and energetic communicator.
- Enthusiastic about social media marketing strategies, with a knack for creativity across a number of verticals.
- Entrepreneurial in your ability with expertise in owning projects of your own.
- Passionate about small businesses and helping entrepreneurs compete in today's digital world.

