



## Social Media Internship

The Arc of the Capital Area is a 501(c)(3) nonprofit organization committed to empowering Central Texans with intellectual and developmental disabilities and their families through compassionate case management and innovative programs. The Arc of the Capital Area is currently seeking 1 intern to support our social media presence. We are looking for a creative self-starter intern who is available between 8:30am – 3pm, 10 hours a week during the summer of 2020. This is an unpaid internship.

### Job Duties

- Assisting in creating the social media posting schedule
- Video editing
- Researching social media best practices
- Crafting messages, under supervision of a staff member

This internship is a great place to meet our wonderful students, gain nonprofit management experience, and learn marketing firsthand.

### Skills and Experience

- Experience with social media accounts, photography, videography
- Experience or desire to work with people with developmental and intellectual disabilities.
- Preferably a student studying Human Development, Art, Social Work or a related field
- Computer skills: Familiarity with Facebook, Twitter, LinkedIn, Instagram, photography, video and/or photography editing software.

Candidates for the internship will have some experience with marketing, writing and/or social media. Strong written communication skills are important to this position as well. Ideal candidates should also be able to learn quickly, ask questions when needed, and take initiative.

Internship candidates are strongly encouraged to visit The Arc of the Capital Area's website [www.arcaustin.org](http://www.arcaustin.org) to become familiar with the organization.

Please apply at [www.arcaustin.org/our-missionvision/careers/](http://www.arcaustin.org/our-missionvision/careers/), or contact Leah Marsden, Volunteer Coordinator, at [lmarsden@arcaustin.org](mailto:lmarsden@arcaustin.org).