



Social Media Intern (Part-Time)

AlphaKey Club™, a youth arts and dance organization in NYC is looking for a Social Media Intern to join our team. The ideal applicant will possess strong knowledge of the digital media landscape, including various social media sites. The successful candidate will be responsible for contributing to website projects, monitoring and posting on social networks, creating online forums for parents engaged in past or upcoming workshops, participating in online outreach and promotion, optimizing our website and conducting keyword analysis. Those looking to utilize your valuable online media experience with an established organization are encouraged to apply.

Social Media Intern responsibilities

- Create and implement campaigns for AlphaKey Alphabet Activity Book and products
- Develop content calendars on a weekly and monthly basis for company brands
- Monitor social media analytics to identify viable ideas
- Create engaging forum and social media content
- Assist in the general distribution of press releases and media alerts
- Provide support to our team at live and online events

Social Media Intern skills

- Current enrolled college student in Communications or related field
- 1+ years' experience in social media/marketing
- Excellent oral and written communication skills
- In-depth working knowledge of Facebook, Twitter, Instagram, YouTube, Pinterest and Google
- Must be comfortable working under deadlines
- Ability to work between 5-20 hours per week
- Ability to work a minimum of 3 months.

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Experience with social media analytics, including Google Analytics and Facebook Insights
Basic knowledge of Photoshop, iMovie and InDesign

Compensation: 30 ride MTA Subway card

Location: Remote

Job Types: Part time

Required language: English

Internship time period and schedule: Flexible

Job Type: Internship

Send Cover Letter and Resume to info@alphakey.club