



## **Position Description:**

### **Digital Media & Communications Internship (part time)**

**Organization Mission:** The Pebble Tossers mission is to empower and equip youth to lead through service.

#### **Inclusion and Teamwork:**

Pebble Tossers is a small nonprofit with one full-time employee, three part-time employees and a board of directors, so interns are not just observers in our organization; they are an integral part of everything we do.

#### **Supervisor Accessibility:**

Interns work directly with the Communications Manager. The Executive Director hosts staff meetings once a week to bring the team together to discuss weekly goals and accomplishments. Hours expected: 15 – 20 hour per week. Staff and interns will work remotely for the summer 2020.

#### **Build Life-long Skills:**

At Pebble Tossers, we focus on building skills that you can apply for a lifetime, including: communication, leadership, presentation, project management, resiliency, personal flexibility and technology. Through meaningful work, interns will:

- Learn how to think critically and act logically to solve problems and make decisions
- Use computers, technology, tools and information systems effectively
- Build and work in teams
- Develop leadership skills through taking ownership and responsibility of projects
- Learn how to develop a positive attitude toward change

#### **Responsibilities:**

- Assist Communications Manager in generating digital content for Instagram, Facebook, and Twitter
- Generate content, copy, and graphics for relevant awareness dates and occasions
- Graphic design projects
- Photography/photo editing
- Videography/video editing
- Assist in creating Press Releases highlighting youth volunteerism
- Ability to identify trending topics based on Pebble Tossers' cause areas in order to expand Pebble Tossers' social media reach
- Interact with service influencers and pages to create partnerships
- Attend occasional events to gather content and graphics for use on social platforms

- Brainstorm social media concepts for content
- Plan overall feed distribution, themed content and resources for posts and stories
- Engage in specific social media activity, organizing and tracking post responses
- Assist in monitoring and reporting social platform analytics

## Qualifications

- College or College Graduate student and beyond
- Excellent oral and written communication skills
- High level of knowledge of social media communication strategies and platforms
- Personal or professional experience in social media appreciated
- Experience with Design Software (Adobe Photoshop and Illustrator, Canva)
- Background in videography/video editing, photography, writing, graphic art or photo editing are preferred
- Personal qualities of initiative, organization, completion, self-motivation, reliability, flexibility, curiosity, energy and collaboration
- Ability to work with a range of people and show sensitivity to individual differences
- Commitment to the mission of igniting a passion for volunteerism in youth
- Availability to work an occasional evening and weekend as needed
- Detail oriented
- Ability to work as a team player in a fast-paced work environment

## What Pebble Tossers is looking for in you:

- Can-do attitude: Approaches situations with a desire and need to succeed. Will not just accept traditional view of problems.
- Analytically oriented: A desire to see ideas proven rather than accept what is desired.
- Creativity: There is not just one answer to any problem, nor is any failed attempt final.
- Adaptable: Must be able to adapt to an evolving organization, but also remain grounded in a customer-centric mindset.
- Confidence: Has confidence in abilities and is comfortable defending uncomfortable positions, but also accept when/if they are wrong.
- High standards: Should expect and only accept work of the highest caliber.
- Open/honest: Makes the “right” decision and does so without question, and is able to answer questions without fear.

Please email resume, cover letter, writing sample, social media example and visual communication examples (photography, graphics, video) to

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