



# A Gift For Teaching

## Social Media Intern Role Description

A Gift For Teaching (AGFT) is an award-winning non-profit organization that serves public school teachers and their students in need in Orange and Osceola counties. Creativity and teamwork are greatly valued, as everyone on staff plays an important role at AGFT. Learn more about our organization's programs and events at [www.AGiftForTeaching.org](http://www.AGiftForTeaching.org).

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**Job Title:** Social Media Intern

**Supervisor:** Director of Marketing

A Gift For Teaching seeks an intern to provide social media support to the marketing and development department. The overall responsibility of this intern position is to support the organization's communication needs under the guidance of the Director of Marketing. These efforts will improve department and organizational capability to fulfill the needs of Central Florida teachers and their students by providing strategic and engaging social media content.

### Responsibilities

- Create and schedule content according to the communications calendar
- Input and evaluate social media analytics
- Uphold the voice and visual brand of AGFT on social media
- Research and update reference materials for content creation
- Maintain organization of communication files on a shared server
- Assist marketing and development department with other duties as assigned

### Qualifications

- Experience with multiple social media platforms in a professional setting including, but not limited to Facebook, Twitter, Instagram, LinkedIn, and YouTube
- Proficiency in Microsoft Office 365 Suite including, but not limited to: Excel, Word, Outlook, and Teams
- Experience with graphic design beneficial, but not required
- Strong communication and writing skills
- Creative, organized, and able to take direction to work independently
- Enthusiasm for the nonprofit sector and mission-driven marketing

### Benefits

- Flexible scheduling
- Hands-on experience in professional office setting, in-person and/or virtually
- Exposure to marketing and communications field
- Opportunity to be creative and innovative in producing social media content
- Opportunity to be part of a mission-driven organization

The intern will commit to 10-16 hours each week, with flexibility to occasionally work in the field. This is a paid internship and will work to meet course credit requirements if needed.

Applicants should email their cover letter and resume/portfolio to Ken Probst, Senior Manager of Programs and Volunteers, at [ken@agiftforteaching.org](mailto:ken@agiftforteaching.org). Qualifying applicants will be contacted to schedule an interview.