



advertising with a Conscience

**Position: Social Media Intern**

15-20 hours per week

Required to work on-site

Reports to social media specialist

Join our full-service Madison advertising firm focused on local businesses and nonprofits. We work with clients to develop a holistic approach to responsible marketing, and you will play a key role in a student position that could become full-time after graduation.

**Minimum qualifications:**

Junior or senior majoring in journalism, marketing, English or related degree

Some experience in social media writing for corporate clients or equivalent portfolio examples

Familiarity with Hootsuite

Knowledge of AP Style

Digital photography experience

Basic graphic design skills

Good communication and organizational skills

Interest in community happenings and organizations

**Desirable qualifications:**

Proficient in Photoshop, InDesign and Microsoft Office

Fluent in Spanish

Understanding of image file formats

**Duties:**

Social media writing support (50%)

- Help prepare and schedule posts per social media plan/calendar
- Respond and interact on social media

Social media graphic support (35%)

- Take, select and prepare photos
- Create simple graphics

Marketing support (15%)

- Assist in marketing prep for client events
- Assist with expo/event setup and social media coverage

designCraft Advertising offers a fun work environment, inspiring clients, flexible hours and frequent networking opportunities, in addition to competitive compensation.

To apply please send a cover letter and résumé to [jordan@designcraftadvertising.com](mailto:jordan@designcraftadvertising.com) by 9/30/18.