Title:
Social Media Intern/Volunteer

Location:
Georgia Veterinary Medical Association
2200 Century Parkway NE, Suite 725, Atlanta, GA 30345

The Georgia Veterinary Medical Association Foundation is the charitable arm of the GVMA. We are a non-profit organization established to promote the stewardship of animals and their environments, to support public education and awareness of veterinary care, and to provide assistance programs for underserved animals. Since 1992, the GVMA Foundation has worked tirelessly on behalf of animals in Georgia.

Job Summary:
The GVMA Foundation is searching for a dedicated and enthusiastic Social Media intern who will collaborate with the Director on the development and execution of a comprehensive social media strategy. The Social Media intern will be responsible for the successful management of all social media activities for the brand. This will include leading content generation across various social media channels and engaging with our social communities. Social outlets consist of Facebook, Twitter, Instagram, Google+, Pinterest, YouTube, LinkedIn.

Responsibilities include but are not limited to:
- Manage Social Media marketing campaigns and day-to-day activities.
- Demonstrate ability to map out marketing strategy and measurements of success
- Develop, implement and assist in Marketing and PR strategies to promote website
- Helping create and develop other social media channels, including blogging, video, and photo
- Post content to social media accounts
- Create content for social media
- Work with others on team for strategy
- Maintain and expand department’s media contact databases

Requirements:
- Communication, Public Relations, Marketing, Business, English Majors, Art, Journalism
  (Undergraduate students, graduate students, and recent graduates)
- Creativity when creating content
- Familiarity, proficiency, and advance knowledge of social media channels
- Ability to manage and prioritize multiple tasks with particular attention to detail
- Proficient computer skills including the Microsoft office suite, Adobe Suite, etc.
- Ability to complete tasks both individually and as part of a team
- Self-starter with ability to independently initiate and follow through with opportunities; strong problem-solver
- Willingness to perform all functions of his/her job with minimal or no administrative support

Skills needed include:
Multi-Tasking
Social Media / Blogging
Networking
Basic Computer Skills
Microsoft Office Suite
Interactive/Social Media/SEO
Exemplary editing skills
Strong interpersonal, written and verbal communication skills

Commitments
5 to 15 hrs/week remote work. We will work with your Schedule for in-person meetings. This is an unpaid position. Work-study credit provided upon request.
Internship will be available per semester with extension opportunities available on a case-by-case basis.

To Apply:
Please send CV and Resume to the Director, Dr. Wendy Cuevas, at Wendy@gvma.net. For questions, Dr. Cuevas may be reached directly at (678) 389-3474.

Learn more about us!