

Social Media Intern

Job Description:

The Indiana County Center for Economic Operations (CEO) is seeking a part-time marketing intern to assist with its efforts to business growth and economic development throughout the county. The primary focus for the position will be expanding the social media marketing efforts to better integrate all facets of the CEO's marketing program. The position requires approximately 10 hours per week throughout the academic semester or summer term, some of which may be undertaken from home, under guidance and supervision by the CEO Marketing team. The position is unpaid, but academic credit is available.

About the CEO:

The Indiana County Center for Economic Operations (CEO) is a county-wide public-private partnership dedicated to the overall growth and prosperity of the county's business community. The CEO affiliate members include the Indiana County Commissioners, the Chamber of Commerce, the Indiana County Development Corporation, the Tourist Bureau, and IUP. Through their collaborative efforts, the CEO spearheads and advocates for initiatives to help businesses grow and to fuel economic achievement through access to information, resources, and the delivery of integrated programs and services for the business community.

Job Functions:

- Assist in engaging the CEO's audience and raising awareness for ongoing projects and initiatives via social networking sites including Facebook, Twitter, LinkedIn, and YouTube.
- Assist with day-to-day social media management, including but not limited to scheduling posts, responding to messages, and integrating other marketing initiatives with social media.
- Assist with implementing all marketing initiatives, including generating content and producing graphics for social media, website, and print media.
- Provide analytics reports on social media endeavors.

Qualifications, Skills, Experience and Abilities:

- College student, or recent graduate, majoring in Marketing, Communications, Journalism, Public Relations.
- Experience using social media platforms such as Facebook, Twitter, LinkedIn, and YouTube on a personal level at least and preferably with some business or non-profit level experience.
- Graphic design experiences with Microsoft Publisher, Photoshop, or Illustrator as a minimum, and some proficiency in Adobe Creative Suite a major plus.
- Good writing skills.
- Attention to detail and well-organized.
- Ability to work both in a team environment and/ or individually, with minimal supervision.

To Apply

Please contact:

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