



#### SHORT NORTH ALLIANCE

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#### **Short North Alliance Social Media Internship**

Develop valuable workplace skills and experience in one of the most exciting and dynamic urban communities: the Short North Arts District! This intern primarily supports social media and public relations. This is a mostly remote internship.

#### **About the Organization**

The Short North Alliance is a 501(c)3 non-profit organization that serves both the property owners and business owners of the Short North Arts District. Our mission is to nurture the Short North Arts District as a vibrant and balanced residential, cultural and business community and as a regional and national destination through: advocacy; public realm improvements; arts and cultural community engagement, creative marketing and programming; and fundraising. The Short North Alliance Social Media internship offers insight into social media and public relations for not-for-profits.

#### **Intern Roles and Responsibilities**

Intern assists with a variety of responsibilities related to social media, including content creation, copywriting, scheduling, and live posting. Intern also assists with public relations including social monitoring, engagement, and toolkit creation and distribution, as well as crisis communication and strategic data collection. Intern may also support communications, marketing, and outreach efforts, and will gain experience in live posting. Additional tasks include office and administrative duties such as digital inventorying and organizing, and direct communication with 300+ Short North businesses.

#### **Minimum Qualifications**

Candidates must possess strong project management skills, written and verbal communication skills, excellent organizational skills, standard computer skills including proficiency in Microsoft Office and G Suite, strong maturity and dependability, and ability to follow detailed instructions. Photography and/or videography experience a plus. Candidates must be able to multitask in a fast-paced event environment. Desired degree programs include: Communications, Public Relations, and Marketing.

Applicants must demonstrate their ability to meet these minimum requirements in order to be considered as candidates:

- Availability for 12- 15 hours per week, M-F, 9am-5pm
- Availability for Gallery Hop, first Saturday of every month, 1:00-3:00pm
- Must have a laptop
- Must have reliable transportation (in the event of in-person work)
- Must have completed at least four semesters of a Bachelor's program
- Available to start internship May 10, 2021 or shortly after

#### **Compensation**

Interns receive a \$100 monthly stipend at the conclusion of each month worked in the internship and are provided with on-street parking access.

#### **Application Instructions**

Interested applicants should send a resume and cover letter to [info@shortnorth.org](mailto:info@shortnorth.org) with the subject: Short North Alliance Internship – Your Name. No calls will be accepted.