



Social Media Internship

Family Futures is a parent-focused West Michigan nonprofit dedicated to building safe and strong families. Every semester, Family Futures is fortunate to have dedicated interns from a wide range of backgrounds that donate their skills and time to support our work throughout the community.

Social Media interns gain practical, hands on experience in the communication and marketing field. The intern will report to the Director of Fund Development and Community Engagement while working on a larger team to provide support to other areas of the agency as needed. This internship role will also collaborate with the Marketing Intern on a regular basis.

Duties & Responsibilities

- Gain experience in social media, web content editing, copywriting, public relations and project management
- Familiarize self with trends
- Learn about nonprofit brand management & marketing
- Social media content generation, management, and evaluation
- Perform research on sources relevant to Family Futures' demographic
- Online advertisement and marketing campaigns
- General administration, clerical, and receptionist support

General Requirements

- Current college student or recent graduate
- Interest in marketing, social media, public relations, event management, graphic design, and web editing
- Ability to work independently and as part of a team
- Strong written and verbal communications skills
- Strong Microsoft Office skills
- Detail oriented
- Effective time management and organization, even with frequent interruptions
- Maintain confidentiality
- At least 15 hours per week

Preferred Qualifications

- Ability to multitask and effectively manage time
- Knowledge of design concepts
- Experience with Facebook, Twitter, and Instagram
- Working knowledge of Adobe Creative Suite and Canva
- General understanding of Google analytics and Facebook analytics

Application Instructions

- Complete the online [internship application](#) and upload a current resume and cover letter.
- For more information, please contact internship@familyfutures.net.