



Role: Social Media Intern

The PMF's mission is to establish and maintain sustainable disc golf experiences for everyone. However, we understand that achieving our mission requires effective storytelling. For our organization to thrive, it's vital that we engage both existing and potential donors by sharing impactful stories that showcase the positive difference we're making. To further strengthen our storytelling capabilities, we're currently seeking a new team member to join us.

Responsibilities & Duties

- Work closely with our Social Media Director to create and schedule social media posts across various platforms, primarily utilizing Instagram, Facebook, & YouTube.
- Monitor engagement and respond to comments and messages from followers
- Assist with the development of social media strategies and campaigns
- Stay up to date with industry trends and changes to social media algorithms and how to get the most out of the content we post.
- Assist with organizational fundraising initiatives.

This role will work alongside:

- Media Director
- Director of Operations
- Marketing Director

Job Qualifications

Minimum qualifications:

- Proficiency with social media platforms, specifically Facebook, Instagram, and YouTube.
- Excellent written communication skills.
- Ability to work independently.
- Ability to manage time effectively and prioritize tasks
- Ability to take initiative and suggest/implement new social media strategies.
- Ability to work 6-8 hours per week

Preferred qualifications:

- Familiarity with social media analytics in order to interpret data and make informed decisions about best practices when posting future content
- Experience working with a non-profit
- Basic graphic design and video editing capabilities

Compensation

- Part-time hourly
 - 6-8 hours per week
 - Not to exceed 32 hours per month
- Hourly rate to be determined based on experience