



Resource Management Group

<b>Job Title:</b>	<b>INTERN: Social Media Management</b>
<b>Position Type :</b>	30 hours per week (including 4 hr Saturdays as needed or on-call)

**Job Description**

**PURPOSE:**

The CEO is looking to hire a public relations/social media intern to develop and manage online profiles and content. The chosen individual is “online” eyes and ears for the branding of Karlynne-Mitchell. The individual is also charged with the responsibility of building the brand and market position for Karlynne-Mitchell by discovering and developing sponsorships, partnerships, and strategic alliances; They will work with the CEO to develop Internet (Social Media) marketing strategies. Target areas of branding are Twitter (KM\_ResMgt), Facebook, Wikipedia, BlogSpot (existing blog for KM), and Meetup.

**RESPONSIBILITIES:**

Manage client presence in social networking sites including Facebook, Twitter, Wikipedia and other similar community sites, posting on relevant blogs, and seeding content into social applications as needed.

Manage social media campaigns (Indiegogo) and day-to-day activities regarding brand management. Duties include online advocacy, writing editorial, community-outreach efforts, promotions, etc.

Monitor trends in social media tools, trends and applications.

Other duties may be assigned at discretion of CEO and/or CFO

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This is a great opportunity for anyone looking to gain experience in managing a firm’s social media profiles and learn about online marketing. The intern will be a key contributor to our firm’s success and will have a great experience in marketing and brand management.

This is an unpaid internship, but can be used for college credit. Position may be ongoing depending on the needs of the company.



**Skills/Qualifications:**

1. Stellar communication skills: Both Spoken and Written English
2. Energetic, Enthusiastic, Confident, Quirky, Professional, Honest Personality
3. Superior call handling skills
4. Superior and dynamic writing skills
5. Self-starter, Multi-tasker, Fast paced
6. Owns PC at home with stable high speed internet connection, positioned in a noiseless background room, using a noise-cancelling headset
7. Able to bring in fresh ideas in the boardroom table
8. Knowledgeable in SEO
9. Proficient in Microsoft Office, Excel, Powerpoint
10. Adobe Acrobat Pro skills is a plus
11. Superior Public Speaking ability