



PIRC
Pennsylvania Immigration
Resource Center

SOCIAL MEDIA INTERN

The Social Media Intern is responsible for coordinating and executing the Pennsylvania Immigration Resource Center's (PIRC) social media strategy, working across key social media channels including Facebook, Twitter and LinkedIn. This role will be instrumental in increasing our social media presence and gaining visibility among clients, stakeholders, and our larger communities.

Projects: Social Media Intern
Hours: 10-20 hours per week; Ongoing need; dates and schedule flexible
Salary: Unpaid. Willing to coordinate with applicable schools for students to earn course credit or fellowship funding.
Location: PIRC's main office in York, Pennsylvania. *Most work can be completed from a remote location*
Reports to: PIRC's Development Manager

Qualifications & Experience:

- Bachelor's degree required;
- Familiarity and facility with mainstream social media platforms, including Facebook, LinkedIn, and Twitter;
- Detail oriented with strong written and verbal communication skills;
- Excellent research skills;
- An interest in marketing, communications, or social media;
- Ability to interact with people from various backgrounds and cultures required;
- Creative self-starter who is comfortable with both taking initiative and working as part of a team;
- Interest in immigration issues. Immigration law

Job Purpose and Activities

- Provide updates to PIRC's Facebook, LinkedIn and Twitter account in timely fashion and consistent with PIRC's messaging/graphics;
- Post updates, news, and announcements to PIRC's website;
- Perform research to find articles, stories, research or other content that is relevant to PIRC's audiences;
- Regularly observe the online practices of similar/model organizations and provides updates to management on "social media best practices" as well as identified trends;
- Work with Development Manager to promote events, campaigns, and other relevant information through social media platforms;
- Work with Development Manager to implement other channel specific campaigns, such as uploading photo albums to Flickr, videos to YouTube, etc.

To Apply: PIRC send a cover letter, resume, and three references to Elizabeth Miller, Office and Development Manager, emiller@pirclaw.org, or P.O. Box 20339, York, PA 17402.

Deadline: Resumes will be accepted until April 14, 2017 or until the available positions are filled.