

## **Social Media/Communications Internship Available at Non-Profit**

The Western Mass. Training Consortium ([www.wmtcinfo.org](http://www.wmtcinfo.org)), a non-profit located in Holyoke MA, is seeking a Social Media/Communications Intern for 5 to 10 hours per week. This Intern would be responsible for working with a team to research and support optimal social media/online engagement with both internal and external audiences. This intern will have the opportunity to gain valuable experience in contributing to the understanding and best use of social media and online engagement in our non-profit community and identifying best practices for communications with employees who do not have a high comfort level with technology.

Possible intern responsibilities include: research best uses of social media, provide a critical analysis of current uses, survey various audiences to determine what is of most interest, craft and post social media, make recommendations for improvements, serve as member of the Consortium Community Online Team and attend monthly meetings.

### Qualifications:

Knowledge of learning organizations and non-profits, administrative and research skills, good communication and teamwork skills, marketing/communications/IT experience and/or education. Previous experience/exposure with social media is essential.

### Requirements:

Availability 5-10 hours/weekdays.

Ability to find transportation to Holyoke (we're on the PVTA route) \*and possibly surrounding sites throughout Western MA

Deadline: September 30, 2016

We are currently seeking an intern for fall semester 2016 and spring semester 2017.

### Contact Info:

Intern Liaison: Katie Fontes

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**Career/Major search fields: Information Technology, Non-profit Management, Communications, Marketing, Human Services**