



## **Job Description: Social Media Intern**

Vickery Trading Company equips refugee women for long-term success through vocational training, personal development and fair wages. We're a non-profit social business that manufactures a children's clothing line in the heart of Dallas. Engaging and relevant social media campaigns are key to our success. We are looking for two savvy social media gurus to help us build and engage our audience.

Reporting to the President, the Social Media Interns will have responsibility for Vickery Trading Company's (VTC) social media communication. They will maintain a thorough knowledge of industry trends as well as audience behavior. Using this knowledge, they will be a critical part of creating a brand that invites positive donor and consumer response.

### **Responsibilities**

- Develop and manage creative and engaging social media campaigns
- Manage VTC's Facebook and Instagram presence
- Build Pinterest audience
- Communicate VTC mission and preserve brand identity in all campaigns
- Coordinate visual media necessary for communication campaigns
- Maintain planning & tracking reports of social media activity
- Manage product giveaways
- Uphold branding standards of VTC
- Perform other necessary administrative duties

### **Qualifications**

- Marketing/Communications degree plan a plus
- Team-player
- Fun and energetic – not afraid to be in front of a camera
- Creative and forward-thinking
- Interest in fashion and firm grasp of current culture
- Strong verbal and written communication skills
- Detail-oriented and ability to edit own work
- Ability to learn online communication platforms quickly
- Proactive problem-solving ability
- Self-motivated, good organizational skills, ability to prioritize, multi-task and meet deadlines
- Personal qualities of integrity, credibility, and dedication to the mission of VTC

Start Date: 2 Positions open available, June 1-Aug 7, 2020 commitment

Hours: 10 hours/week; minimum 2 days per week; all hours in office

Compensation: This is an Unpaid/Volunteer internship, but happy to provide a reference for experience

To Apply: Please send cover letter and resume to [info@vickerytrading.org](mailto:info@vickerytrading.org)