**Social Media Fall Internship**

Duration: Sept to Dec 2019

Location: 4 West 43rd Street, Suite 615, New York, NY

About the League:

The League of Women Voters of the City of New York is a non-partisan organization whose purpose is to promote informed and active citizen participation in government. We are committed to empowering citizens with the meaningful information needed to make sound decisions for our democracy. We are currently celebrating our 100th year anniversary!

*This internship is unpaid, however, we are happy to work with you and your school to offer credit.*

Overview:

This internship will support the social media needs of the League as directed by administrative staff.

Responsibilities:

* Work with PR consultant and volunteers to generate content for social media posts and schedule postings on Instagram, Facebook
* Help flesh out and implement a social media strategy in conjunction with larger PR goals
* Assist in creating visually engaging graphics for various League events
* Assist in updating League website as needed
* Answer phones, take messages and greet visitors

Qualifications:

* Experience with Adobe Creative Suite, other design program
* Ease with social media sites and ability to work within League protocols
* Proficiency in Google Suite
* Time management skills
* Organizational skills
* Collaborative demeanor
* Communicative
* Customer services skills
* Interest in graphic design and web editing is a plus