

JOB DESCRIPTION

Position Title	Department	Reports to
Social Media Intern	Tune Up Holistic Care (TUHC)	Patricia Cazares
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	asap

POSITION SUMMARY

Social Media Intern supports lead staff to develop and implement outreach and promotional campaigns to boost brand engagement and increase revenue. This job includes remote and in-office work opportunities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Assist with the design and execution of social media campaigns
- Create weekly and monthly editorial calendars to promote company brands on various social media websites
- Create and distribute content such as blogs, infographics, videos and press releases on social media and traditional news outlets
- Track social media engagement to identify high-performing ideas and campaigns for scalability
- Support marketing team at live and online events
- Maintaining pleasant demeanor and commitment to customer service
- Remaining current on product and service offerings

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- High School Diploma or GED
- Two years college or equivalent work experience
- Must be currently enrolled in a marketing or business education program
- Positive, outgoing, enthusiastic personality
- Good oral and written communication skills
- Proficient in Microsoft Office, specifically Excel, Word, and PowerPoint and comfortable with learning software that adapts to desktop, tablet and mobile phone
- Excellent customer relationship skills

PAY AND BENEFITS

- Starting wage: \$14 per hour
- All staff receive 10% discount on products
- 20% services for themselves and family members

- Employer provides no less than 24 hours (or 3 days) of paid sick leave at the beginning of each 12-month period.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 45 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate. Employee must be able to type and use a computer.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Reviewed with employee by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

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