

## Marketing/Social Media Intern

**Location:** Chicago, IL  
**Start Date:**  
**Length of Opportunity:** 10-15 weeks  
**Hours per Week:** 15 - 40 hours  
**Number of Positions Open:** 2  
**Name & Title of Supervisor:** Emily Anderson, Communications Director

**General Function:** World Relief Chicago, along with local church partners, serve newly arriving refugees through intensive case management services, English language training, mental health services, immigration legal services, youth programs, and volunteer engagement.

The Marketing/Social Media Interns will be in charge of creating content for World Relief Chicago's Blog, Facebook, Instagram and Twitter pages to mobilize volunteers and donors, increase prayer support, advocate for the refugee community, educate followers, promote events, and provide information about our services to members of the community.

**Duties:**

- Create and manage content for World Relief Chicago's Facebook, Instagram and Twitter accounts. Schedule posts using Hootsuite.
- Collaborate with World Relief Chicago staff members and interns to collect stories and content to be shared on social media or blog.
- Respond to messages we receive from volunteers, clients, and other visitors to our Facebook and Twitter pages.
- Compile and report current analytics for social media channels.
- Assist with other communication projects and events.
- Opportunities for interaction with church partners and refugee clients, and exposure to other program areas, available.

**Knowledge, Skills, & Abilities:**

- Experience with Facebook, Instagram, Twitter, Google analytics, Microsoft Office. Design experience/skills a plus.
- Excellent written and verbal communication.
- Flexible, energetic and motivated team player.
- Ability to start and work on projects independently and follow



through to completion.

**Experience Required:**

- Able to advance World Relief's mission, vision and values through personal faith and commitment to the local church.
- Social media, writing experience required. Design experience (Adobe Suite, Final Cut Pro, etc.) a plus.

**Work Environment:**

- Office located in Chicago, IL
- Various modes of public transportation available
- Workspace may be shared with existing staff

To apply for this position, please send a resume and cover letter to [chicago@wr.org](mailto:chicago@wr.org)