

SEEKING INTERN FOR SOCIAL MEDIA AND COMMUNICATIONS

Freyomi Education Solutions, Inc. is a 501(c)3 non-profit organization that works to combat illiteracy through prevention, treatment, and awareness. We work with community organizations to support on-the-ground adult literacy tutoring efforts and we also provide scholarships to teachers pursuing graduate education directly related to literacy. Additionally, we run literacy boot camp programs with at-risk and incarcerated youth and have fundraising events throughout New York City. Come help us empower others through literacy!

Position: Social Media and Communications Intern

Description: Freyomi Education Solutions, Inc. seeks a dynamic, self-starter to assist with social media marketing and communications efforts. This internship is an excellent opportunity to experience various aspects of non-profit management and social media marketing while working for an online- and community- based nonprofit organization.

Responsibilities:

- Update and maintain Freyomi's social media presence, including scheduling Facebook, Twitter, LinkedIn, and Instagram updates
- Attend Freyomi-partnered events around New York City and document them for social media purposes
- Assist in planning, writing and managing monthly eNewsletter
- Draft, distribute and pitch news releases, media alerts and other stories
- Designing flyers, graphics, e-vites and other marketing material for major events hosted by Freyomi
- Update the Freyomi and affiliate websites when needed
- Organize and attend bi-monthly communications committee meeting including preparing agenda and taking minutes
- Reach out to the community organizations, general public and donors with the message about Freyomi's mission to eliminate adult illiteracy.
- Collaborating with staff on new ideas, directions, and venues for social media marketing and communications

Qualifications:

- Firm grasp of available tools and platforms in the social media space
- Completed or working toward a college degree, preferably in a related field (e.g., English, Marketing/Communications, or Public Relations)
- Previous internship or related experience in marketing or communications is a plus
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel). Proficiency in Adobe InDesign and Photoshop highly desired. Knowledge of HTML and graphic design a plus
- An effective communicator, both written and oral
- Ability to communicate in a professional manner with press and community contacts
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
- Enthusiasm for the mission of Freyomi Education Solutions, Inc. and the families we serve

Start Date: Position open until filled, requires 3 – 6 month commitment, minimum.

Hours: 6-8 hours/week, mostly at home/remotely. Required in-person or Skype meeting once per week for one hour.

Compensation: This is an Unpaid/Volunteer internship

To Apply: Please send cover letter and resume to info@freyomi.org

Freyomi Education Solutions, Inc. is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnic, background, disability or any other characteristic protected by law.