

 <p>GREEN NEEDHAM</p> <p>www.greenneedham.org</p>	<p>Green Needham Social Media Internship</p> <p>~10 hours/week</p>
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Utilizing various social media platforms, you will curate and grow our online presence. You will leverage and well as create content supporting our mission, projects and activities.

- Our primary content is produced on WordPress (for our site), then autoposted to our social media feeds.
- You will extend and promote the supplied content on the social media platforms
- You will build the audience for Green Needham's Social Media accounts and increase engagement from users on the social platforms (follows, likes, etc.)
- You will leverage your knowledge of the platforms to recommend and implement additional strategies and content to build our audience and impact.
- Facebook & Instagram are the top priority platforms; experience with and interest in Twitter, TikTok and others is a plus.
- You will, with guidance, research and write articles on selected topics.
- You will be expected to become familiar with our WordPress dashboard and site structure so that:
 - you can create content there (with guidance) to be posted to our social media platforms
 - You can repost previously post content to social media as needed and appropriate
- Assist with identifying and soliciting more Needham residents and businesses to add to our mailing list
- We are beginning to use Google Analytics to assess our reach and impact. Skill (or interest in learning) Google Analytics is a plus.

Requirements:

- Skilled at using multiple social media platforms, with the highest priority on Facebook & Instagram, followed by Twitter and TikTok.
- Familiarity with WordPress platform (or capability & willingness to learn it; we can provide initial training).
- Interest and engagement with our mission of building sustainable communities.
- Responsible and reliable.
- Well-organized and capable of managing your time. We will work with you to set up a plan and schedule for the work. You may choose (and vary) your days and hours, but the work must be completed in a timely manner.

Available from June 1st, 2023. Monthly stipend of \$600. Estimated time 10 hours per week Commitment through August 2023, with possibility to extend.

To apply, please e-mail a brief statement of interest and resume to [**info@greenneedham.org**](mailto:info@greenneedham.org).