



Job Title: Website and Social Media Intern
Employer: Focus and Learning Center
Type: Internship
Salary: Unpaid
Schedule: Flexible Hours of 5-15 hrs/week
Location: Saint Paul, MN

Description:

The mission of the Focus and Learning Center (FLC) is to evolve education by delivering services to students that focus attention, build skills, and achieve academic success.

We are seeking an Intern to help the nonprofit organization gain visibility and promote fundraising. As an Intern, you will receive weekly support and mentoring from FLC directors in the areas of coaching skills training and support of students who are not achieving.

Primary Duties:

Update a WIX website with narratives and relevant articles or resources, build a content library with photos, write narratives and blogs, develop messaging for fundraising efforts, and update facebook and social media pages.

Qualifications:

Comfort and familiarity with posting content on social media and in a basic website (WIX preferred). Candidates must be enrolled in high school, PSEO, or a post-secondary program, or have graduated from a post-secondary program. Candidates will be asked to submit contact information for two references.

Applications Details:

Application Deadline: Open until filled
Contact Name: Dr. Melissa Malen, Ph.D.
Apply by Email: melissamalen.flc@gmail.com
Requested Documents: Resume and Letter of Introduction