



Government Social Media LLC
1-888-803-9401
GovernmentSocialMedia.com
GSMCON.com
GSMO.org

INTERNSHIP DESCRIPTION

Marketing & Design Intern, Part-Time \$11/hr

Status: Part-Time, 12 hours/week (Flexible, but schedule will be set. Preference is three 4-hour days per week.)

Rate: \$11/hour

Office location: Government Social Media LLC, 200 S. Virginia St, Reno, NV 89501

HOW TO APPLY (Start ASAP - Applications accepted until position is filled)

Please email the following to Kristy at info@governmentsocialmedia.com:

1. Cover letter describing why we'd be crazy not to hire you as an intern
2. Your résumé (don't even think of sending with typos) including your work history, field of study, related classes and skills.
3. Digital portfolio (website, PDF or .zip file showing some of the best examples of your work).

POSITION SUMMARY

You will work on many marketing and design projects through a variety of channels including print, digital, web and video. Throughout the internship, you will learn various aspects of social media in the public sector. Your primary responsibility will be creating marketing materials and social media content.

RESPONSIBILITIES

- Design postcards, flyers, event banners and signage
- Create social media posts every week
- Send weekly email newsletters and other email blasts
- Edit graphics for the web and perform basic website content updates
- Assist in writing and editing informational material and reports
- Assist with mailings: mail merges, printing, stuffing
- Prepare PowerPoint slides & training materials
- Other projects as assigned

SKILLS

- Writing & editing
- Graphic design for web & print
- Social media content writing
- Excellent attention to detail

SOFTWARE

Must have proficiency with:

- Working with a Mac computer
- Adobe Photoshop
- Adobe Illustrator
- Microsoft Word and Excel
- PowerPoint

Nice to have experience with(or you may learn on the job):

- Mailchimp
- WordPress
- Google Drive: Docs, Sheets, Slides
- Adobe InDesign
- Canva
- Final Cut Pro
- HTML & CSS

REQUIREMENTS

- Must have received High School Diploma or GED.
- Taking university or community college classes.
- Familiar with Adobe Creative Suite software
- A strong comfort level with technology, because much of the work we do is using web-based programs.
- A sense of humor is a must! So is an impeccable level of customer service when dealing with our clients and vendors. Seriously, our emails Ooze with politeness, courtesy and helpfulness, because at the end of the day - we really care.

ABOUT GOVERNMENT SOCIAL MEDIA LLC

We are looking for the right person to intern with Government Social Media! We are a small, energetic company making a big impact in local and state government across the U.S. We organize the [Government Social Media Conference & Expo](#) and operate the [Government Social Media Organization](#). We get to work directly with the public sector teams at social networks like Facebook and LinkedIn, and platforms such as Hootsuite and more.