

Bright Hope Job Summary

Job Title:	Social Media Intern/Coordinator
Manager Title:	Mutual Transformation Lead
Date:	August 2018
Job Location:	Work-From-Home* / 10 hours per week
Compensation:	\$300 per month

Bright Hope's Mission and Vision: Bright Hope's mission is to bring Hope to those living on less than \$2 a day. Bright Hope envisions a world where under-resourced, local, in-country churches transform their communities and bring Hope to the extreme poor.

Job Summary: The Social Media Intern/Coordinator reports to the Mutual Transformation Lead (MTL) located in Hoffman Estates, IL. The role helps create and manage written and visual content across social media platforms that invites high levels of audience engagement while accurately portraying in-country programs and promoting Bright Hope's mission and vision. The role posts approximately 30 posts/platform/month on 2-3 social media platforms.

The **ideal candidate** has an active, personal relationship with Jesus Christ, actively uses a variety of social media channels, and has previous social media and communications experience. The incumbent is creative and has an artistic eye, but is also able to prioritize, respond to ongoing requests in a timely fashion, achieve results without close supervision, and is adaptive and flexible in a dynamic work environment. Preference may be given to local Chicago-area candidates who are able to work at the Bright Hope office 2-5 hours per week.

Job Responsibilities:

- Works with the MTL to create and manage the social media content calendar and schedules content utilizing social media management software
- Creates messaging that accurately portrays in-country projects while engaging the audience and connecting allies to the field
- Collaborates with the MTL to ensure a cohesive social media identity and online presence
- Develops innovative and creative written content across social media platforms
- Edits photos, videos and graphic content for use on social media
- Listens and responds to the members of our social communities on a daily basis
- Keeps track of social media trends and competition
- May gather and analyze social media metrics and tailor strategy based on this analysis, and may deliver monthly reports to track results

Education and Experience:

- 1 years of marketing/communications and social media experience required
- Completion of or pursuing Bachelor's degree in marketing, communications or related field required
- Fluency in various social media platforms including Facebook, Instagram, and Twitter required
- Experience with Hootsuite and Photoshop in non-profit sector preferred

Key Knowledge and Skills:

- Creative and flexible team player
- Excellent written communication skills with emphasis on proofreading and grammar
- Detail orientation and organizational skills
- Results oriented

Special Position Requirements:

- Affirms Bright Hope's Belief Statement and models the Evangelical Christian faith, as described here: <http://www.brighthope.org/about/mission>
- The Social Media Intern/Coordinator schedule will vary on need, responsibility and agreed upon schedule
- *The Social Media Intern/Coordinator typically works out of his/her home, with his/her own computer equipment, however, preference is for the intern/coordinator to visit the office once per week (2-5 hours) if proximity and availability allow
- Passion for helping the extreme poor around the world

Qualified candidates – submit resume, cover letter, and examples of social media activity to human.resources@brighthope.org.

This job description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with this job. It is intended to be an accurate reflection of the job's principle elements.