



Job Description: Social Media Intern

Are you passionate about empowering the marginalized among us? Vickery Trading Company is a start-up non-profit social business operating a children's clothing line that renews hope for refugee women in Dallas. Excellent and relevant communication is key to our success. We are looking for a savvy social media guru to help us build and engage our audience.

Reporting to the President, the Social Media Intern will have responsibility for Vickery Trading Company's (VTC) social media communication. They will maintain a thorough knowledge of industry trends as well as audience behavior. Using this knowledge, they will be a critical part of creating a brand that invites positive donor and consumer response.

Responsibilities

- Develop and manage creative and engaging social media campaigns
- Manage VTC's Facebook and Instagram presence
- Build Pinterest audience
- Communicate VTC mission and preserve brand identity in all campaigns
- Coordinate visual media necessary for communication campaigns
- Maintain tracking report of social media activity
- Manage product giveaways
- Uphold branding standards of VTC
- Perform other necessary administrative duties

Qualifications

- Creative and forward-thinking
- Interest in fashion and firm grasp of current culture
- Strong verbal and written communication skills, maintaining professionalism that relates well with donors and consumers; must provide samples of social media work
- Detail-oriented and ability to edit own work
- Ability to learn online communication platforms quickly
- Marketing/Communications experience a plus
- Proactive problem-solving ability
- Self-motivated, good organizational skills, ability to prioritize, multi-task and meet deadlines
- Enthusiasm for the mission of Vickery Trading Company and the women we serve

Start Date: 2 Positions open until filled, Sep 4 – Dec 7, 2018 commitment

Hours: 10 hours/week; minimum 2 days per week; all hours in office

Compensation: This is an unpaid/Volunteer internship, but happy to provide a reference for experience

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