

## Social Enterprises, Inc. | Online Communications Internship Description

**In a Tweet:** This internship needs a doer— an innovative young mind, entranced by sustainability + eager to learn the ropes of social networks + green biz

**The Gig:** Supporting Social Enterprises' Director of Online Communications to promote the firm's events and further develop our leadership in the green business community of Portland and beyond. Through this internship, you'll learn how to develop a trusted social media presence, present a company as a thought-leader in their industry, creatively promote events through online channels, measure effective communication, dive into research and apply it for results. You will also be exposed to a respected network of sustainable professionals and cutting-edge industry ideas and programs.

**Expectations:** The Online Communications Intern is expected to be a driven individual with high standards of success, respect for co-workers, interest in sustainability and desire to learn + innovate. Timely communication and execution on assignments are a must, as is an enthusiasm for social communication. You'll also be expected to contribute ideas + help bring them to life. This is not an internship built around making coffee runs. We're looking for an intern that wants to get their hands dirty and learn by doing.

**Qualifications:** Applicants must be enrolled in college or university and have finished one year of study—or have finished their undergraduate work within the last two years. You must have basic experience and knowledge of the main social networking platforms we work in (Twitter, Facebook, LinkedIn). General research skills using the Internet are also a must. Experience working in Wordpress and Hootsuite are a plus, as is a background in journalism or areas of study within the communications family.

**What You Get:** This is an unpaid internship in terms of financial compensation. However, it's our goal to prepare you for your career through challenges, empowerment, connections and educational credit. Working with a student intern is our ideal situation, though we will consider recent graduates with exceptional qualifications and motivation.

**Application Deadline:** Ongoing. We'll take applications until we find a great fit for this position.

**Start Date + Hours:** ASAP. This program will run 3 months. Interns are expected to contribute at least 10 hours each week to their work with Social Enterprises. We will do our best to work with your class schedule and telecommuting is allowed. We want to work within the requirements of internships for your field of study and institution. Please inform us of these upfront, so we can meet them and help you get credit for your hard work!

To Apply: Please send an email with the following information to: [bethany@socialenterprises.net](mailto:bethany@socialenterprises.net)

- Name (first and last)
- Field of study and educational institution
- Class rank (Sophomore, Junior etc.)
- Links to your profiles on LinkedIn, Twitter, Facebook, your blog (if you have one) and whatever other networks you use
- (Optional) Links to any third-party campaigns, profiles or social networking projects you've worked on in the past (or a description, that can be verified, of the results of a campaign or project)
- One short paragraph on each of the following subjects:
  - An innovative way you have personally used social networking for the greater good
  - One "big, crazy idea" you have for Social Enterprises to elevate its social networking presence
  - Why sustainable business is interesting to you
  - The issue you most care about as a proponent of green business or sustainability in general, and why it's important to you
  - One thing (big or small) you do in your daily life to be superman/woman for the planet—and why everyone else should do it too
  - What you want to learn from this experience
- The name and email of a professional connection who has directly supervised you, or a professor who has taught or advised you, and can speak to your brilliance.