

Job Description: SOCIAL MEDIA INTERN



THE OHIO JUSTICE & POLICY CENTER

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(513) 421-1108

ohiojpc.org

360 S. Third St., Columbus, 43215
(614) 362-1644

Office: Cincinnati

Classification: Non-Exempt; part-time 20 hours a week; Occasional evening and weekend work may be required to cover events. This time would be in lieu of on-site time and not in addition to.

Salary Range: \$ 0

Reports to: Intern/extern coordinator

Supervises: None

To apply please send your letter of interest and resume to lbell@ohiojpc.org

JOB SUMMARY:

The Social Media intern will work alongside OJPC staff to increase our visibility and impact by managing the organization's social media accounts.

ESSENTIAL FUNCTIONS:

1. Assist with the design and creation of social media content across all organizational platforms.
2. Track analytics of social media campaigns. Provide feedback to management.
3. Create timelines and calendars for distribution of content.
4. Monitor social media posts for inquiries and feedback.
5. Track related social media posts and campaigns from partner and similarly aligned organizations for collaborative opportunities.
6. Examine national day calendar for content development.
7. Evaluate local community calendars/events for OJPC outreach opportunities.

COMPETENCIES/SKILLS:

1. High level of communication skills and interpersonal skills
2. Teamwork Orientation
3. Strong organizational skills
4. Superior knowledge of social media platforms and etiquette
5. Ability to maintain confidentiality.

QUALIFICATIONS:

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1. 1-2 years prior experience developing and managing social media content or currently enrolled in communications and/or marketing degree program.
2. Advanced knowledge of FB, LinkedIn, IG and YouTube.
3. Knowledge of graphic design programs (i.e. CANVA, VistaCreate, Piktochart, ClickUp etc.)
4. Knowledge of Microsoft Office software, specifically Word and Outlook.
5. Strong organizational skills
6. Keen attention to detail
7. Excellent written and verbal communication skills
8. Experience working with marginalized communities and individuals experiencing crisis/trauma preferred but not required.
9. Experience providing administrative support to attorneys, judges, or other legal professionals helpful but not required.

WORK ENVIRONMENT:

This job operates in a professional office with a hybrid work environment. OJPC staff is on-site a minimum of three days a week. The Social Media Intern will work on-site when staff is on-site however, remote posting and monitoring may be permitted. This role routinely uses standard office equipment such as computers, phones, multi-functional printers, postage meters and scanners.

PHYSICAL DEMANDS:

Prolonged periods of sitting at a desk and working on a computer. The position requires the employee to be able to lift up to 15 pounds at a time.

TRAVEL:

No travel is required for this position. However, travel to Legal Clinics, OJPC events and community outreach events may arise to capture content.

AFFIRMATIVE ACTION PLAN:

Employment decisions at OJPC will be based on merit, qualifications, and abilities. OJPC does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. We will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy covers all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

DISCLAIMER:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

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