

Unpaid Social Media/Public Relations Assistant & Internship

**Does not need to identify as Blasian to apply*

Who We're Looking For:

We are looking for creative, motivated, passionate team players who align with the values of the organization and possess the mental & emotional resilience to pursue racial and cultural unity through diversity. This position is a 6 months commitment minimum.

The Opportunity

Blasian Narratives is looking for creative and driven Social Media/PR Assistants to provide support to the Project Manager. As a SM/PR Assistant, you will have the opportunity to gain experience in social media and PR operations of a multimedia, grassroots organization to ensure the growth, maintenance, and consistency of a social media presence while advancing the mission and vision of Blasian Narratives. Assistant and Interns will be expected to work 5 hours a week, excluding any mandatory meetings with the executive board or general members.

Responsibilities of the Social Media/PR Intern (including but not limited to):

- Maintenance of social media presence via regular postings, responses and interactions on Facebook, Twitter, Instagram, etc.
- Growth of presence (followers, website hits, content views, etc.) via data analysis, adwords and SEO
- Content creation for the website and postings on all platforms (flyers, pictures, etc.)
- Promotion and outreach for Blasian Narratives using social media platforms

Experience & Skills

- Demonstrated competency in Facebook, Twitter, and Instagram
- Knowledge in AdWords, Digital Analytics and SEO preferred, but not required
- Strong writing skills a must (spelling, grammar and sentence construction)
- 1 year of experience in basic design preferred (Canva, Photoshop, etc.)
- Excellent time management skills
- Ability to handle confidential and sensitive information

Attributes

- Creative
- Team player
- Self-driven and proactive
- Detail oriented
- Strong commitment to quality work and consistent productivity

How to Apply

Send a cover letter, resume, and a short writing sample (~150 words) to Marlon Booker, Project Manager, at blasianproject@gmail.com. Please include Social Media/Public Relations Assistant & Internship in the subject line of your email.