

National Youth Science Foundation

PO Box 3387
Charleston, WV 25333
Phone: 304-205-9724
Fax: 866-833-0875
www.nysf.com



POSITION DESCRIPTION

Revision:	August 15, 2022
Position:	Social Media Content Creation Intern
Location:	West Virginia, Remote
Reporting Relationship:	Director of External Relations and Development
Classification:	Temporary, 7 hours a week
Pay Scale:	\$1,500 Stipend
Employment Dates:	9/26/2022 to 12/31/2022

General Summary:

The Media Intern provides support to the NYSF's Director of External Relations and Development in the creation of social media content for TikTok and Instagram Reels.

Qualifications and Requirements:

- Currently enrolled in an accredited college or university at any level.
- Experience with video editing, Canva, and/or Adobe Suite.
- Willingness to create content and be the face of the NYSF on social media for TikTok, Instagram, Twitter, Pinterest, and Facebook.
- Understanding of trends on TikTok and Instagram Reel's with the ability to apply it to represent the NYSF and programming in a meaningful way.
- The ability to learn or an understanding of the NYSF and program's history and application process.
- A wish to work in STEAM communications.
- Ability to pass a background check.

Essential Functions and Responsibilities:

- Provide support in the creation publications especially using Adobe creative suite or Canva.
- Applying coherent style to Foundation publications.
- Help coordinate and facilitate the NYSF's online presence on social media.
- Engage with vested groups through social media and help create content for our various target audiences.
- Provide support to each of the NYSF's programs by creating short films, photography, or graphics.
- Help maintain digital archives, assisting interested parties in retrieving photographic, historic, or video content.

To apply to this position, upload a cover letter, your resume, or CV at <https://airtable.com/shrsRyJSolQqf8oIY>

The National Youth Science Foundation is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression. Underrepresented groups are encouraged to apply.