

**Internship Announcement:
Social Media Promotion and Coordination
Santa Clarita Environmental Education Consortium (SCEEC)
Length of Position: 6 to 12 months
Up to Two (2) Positions Available**

Under the direction of the Board of Santa Clarita Environmental Education Consortium (SCEEC), especially the SCEEC Support Staff and Public Relations Officer, this position's main tasks are to provide timely and accurate information to the public through social media outlets and to assist with communication between SCEEC and local schools about the programs & events SCEEC offers.

THE OPPORTUNITY

This internship provides a great opportunity to gain practical experience in communications, social media, graphic design, multi-media, and community outreach. Interns will provide various support functions that will help increase SCEEC's online presence and engagement through social media channels.

REQUIREMENTS

Applicants must be attending school and/or living in the Santa Clarita Valley: a current high school student eligible for concurrent enrollment at COC, or current college student.

SKILLS AND QUALIFICATIONS

- Highly interested in social media, technology, and trends.
- Excellent oral and written communication skills.
- Proficient in Microsoft Office Suite software.
- Experience using photo and video editing and graphic design programs, such as iMovie, Photoshop, and/or Illustrator.
- Detail oriented and reliable.
- Ability to write, plan, and schedule social media content.
- Ability and willingness to learn relevant and trending software and platforms.
- Able to work independently and complete tasks in a timely manner.

CORE DUTIES AND RESPONSIBILITIES

- Monitor SCEEC's multiple social media channels, such as Facebook, Twitter, LinkedIn, and Instagram.
- Take photographs at events and meetings.
- Promote SCEEC events and community engagement using social media accounts.
- Develop marketing and communication plans that leverage social media.
- Create measurement tools to monitor progress and data on social engagement.

TIME COMMITMENT

A commitment of 10 to 12 hours per week is expected.

BENEFITS AVAILABLE TO INTERN

Although this internship does not lead to full-time employment or employee benefits, students and recent graduates are offered an excellent opportunity to gain extensive experience in managing public relations, marketing and social media campaigns within the environmental sustainability and education industry.

LENGTH OF THE POSITION AND POSSIBLE WAGES

A minimum of 6 months is expected. The first 6-month period is an unpaid internship. Upon completion of 6-months of service, an evaluation will be conducted. Based on the recommendation by the SCEEC Support Staff and Public Relations Officer, the SCEEC Board will determine if the intern can continue with a paid internship for an additional 6 months. If continued, the intern will be required to enroll in at least one unit of college credit with College of the Canyon's CWEE program. The paid internship will be for 10 hours a week, at a rate of \$15/hour, or the minimum wage as required by the State of California at that time.

APPLICATION CONTACT INFORMATION

Students should submit a letter of interest addressing how they are qualified for this position (as well as any other supporting documents application materials deemed relevant) to:

SustainabilityCenter@canyons.edu

Applications will be considered on a rolling basis until the position is filled. Expedient application to the internship position is encouraged.