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| | Job Title: | Social Media Assistant Intern |
| | Position Type: | Part-Time Internship |
| | Location: | Charlotte, NC/Remote |
| | Hours: | Available 10 -20 hours per week in addition to full days on event production days |
| | Compensation: | Non-Paid/College Credit |
| | Duration of Internship: | <p>Spring Internship March 2017 – May 2017</p> <p>Summer Internship June 2017–August 2017</p> <p>Fall Internship Sept. 2017–Nov. 2017</p> |
| Education: | Upper level college student or recent college graduate. Degree in the public relations, marketing, journalism or communications. | |
| Position Purpose: | To support the JSW team and clients with the research and planning of Social Media campaigns and initiatives. This position is perfect for someone looking for hands on experience in entertainment and lifestyle PR. | |
| Responsibilities include but are not limited to: <ul style="list-style-type: none"> Updating/maintaining our blog, social networks and mailing lists. This also includes being an editorial contributor to the blogs and e-newsletter. Executing the Social Media and PR Strategy under the direction of JSW Media Group Daily social media updates (Monday - Saturday) Attending events and participating in on-site marketing activities. Administrative duties as needed Live social media posts during JSW or client hosted/sponsored events as needed (material will be provided remotely if you are not in attendance) Attend team meetings and conference calls. You will be provided with guidance and training throughout the internship. | | |
| Other possible activities include: <ul style="list-style-type: none"> Behind-the-scenes coverage during photo and video shoots for clients Coordinating promotional efforts (helping to create a strategic social media marketing and promotional plan for select events) | | |
| Skills/Qualifications: <ul style="list-style-type: none"> Can meet deadlines with the ability to work independently at home and in a team setting Experience with social media (Twitter, Facebook, Instagram, YouTube and Snapchat) Working knowledge of CMS (particularly WordPress) Must be reliable and can respond to emails within 24 hours | | |

- Reliable smart phone and computer with internet access
- Must have excellent written and oral communication skills

Applying for the Position:

1. **Please thoroughly read the application procedure.**
2. Send an email to info@jswmediagroup.com.
 - a. Email Subject: PR Assistant Intern
 - b. Updated Resume
 - c. A Cover Letter
 - i. Your cover letter should articulate how you will contribute to the JSW Media Group Brand, what you're expecting to learn and what drives you about the Communications industry.
 - d. Your Availability
 - e. Your Twitter and Instagram Handles
3. Absolutely no Phone Calls.
4. Qualified candidates will be contacted.
5. **Deadline to Apply: For Spring Internships- February 15th; For Summer Internships- May 15th; For Fall Internships-August 15th.**