

Hummingbird Ideas, Creative Content Writing & Marketing Interns

Description/Requirements:

Hummingbird Ideas is seeking Creative Content Writing & Marketing interns for the Spring 2016 semester. This internship will require that the candidate be available for a minimum of 10-12 hours per week. Though we can be flexible, we prefer candidates that are available for more than one day per week.

As a Creative Content Writing & Marketing intern you will be heavily involved with the day-to-day conceiving, creation and execution of strategic content marketing efforts for a client list consisting of more than 10 of the agency's clients, helping to write content for our social media clients. This will be primarily driven by blog writing but will also include shorthand writing of social media posts for all social media mediums, searching out and finding relevant content and other media to fit various platforms.

In addition to writing, you will be charged with learning how to use the agency's social media management software, which will include posting and scheduling all content as directed by the Social Media Content Manager and Vice President of Client Relations.

This internship is a paid position at \$10 per hour. Interns are expected to have experience with social media channels. You must be organized and capable of thinking strategically.

Skills and attributes interns are expected to have:

Excellent written and verbal communication

- Strong editing skills
- Attention to detail
- Strong knowledge of AP Style and navigating AP Style Guide
- Must be organized and have great attention to detail
- Experience and skill in proofreading and editing
- Knowledge of social media channels
- Creative with an eye for design
- Knowledge of Adobe Creative Suite is a plus (Photoshop, Illustrator, InDesign)
- Knowledge of video editing software is a plus (iMovie or Final Cut)
- Willingness to create video blogs, write press releases, and social media posts
- Ability to contribute individually and participate in cross-functional teams

Responsibilities:

Interns will be performing the following tasks:

- Attending weekly department meetings
- Scheduling daily social media posts
- Uploading videos, photo albums, etc.
- Finding users to follow/friend/like our clients' channels
- Writing and posting blogs/tweets/updates, etc