



**OPERATION GRATITUDE**  
**Position Description Form**  
**Remote**

**JOB TITLE:** Intern Social Media Coordinator (**unpaid**)  
**DEPARTMENT:** Marketing and Communications  
**REPORTS TO:** Director, Marketing & Communications  
**LOCATION:** Remote  
**TRAVEL:** 5%

**MISSION + VISION:**

**Mission:** Our mission is to honor the service of our military and first responders by creating Opportunities to express gratitude

**Vision:** We envision a future where all who serve believe the American people care

**THE OPPORTUNITY:**

Reporting to the Director, of Marketing & Communications, the Intern, Social Media Coordinator will coordinate the company's social media program. Coordination includes but is not limited to:

- Develop and curate engaging content for social media platforms
- Assist in the creation of written, video, and photo content
- Maintain a unified brand voice across different social media channels
- Monitor social media channels for industry trends
- Interact with users and respond to social media messages, inquiries, and comments

**QUALIFICATIONS & EXPERIENCE:**

- Passion for social media and proficiency with major social media platforms and social media management tools
- Working toward a degree in social media or design, experience is strongly considered in addition to or in lieu of educational requirements
- Proficiency with video and photo editing tools, digital media formats, and HTML

- Excellent social listening skills
- Strong copywriting and copy-editing skills
- Top-notch oral and verbal communication skills
- Impeccable time management skills with the ability to multitask
- Proficiency in using analytical tools such as Hootsuite Pro, Salesforce Social Studio, Google Analytics, and Facebook Insights to monitor and evaluate Operation Gratitude social media presence and performance

**PROFESSIONAL LEVEL:** Part-Time, Unpaid Internship

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Operation Gratitude is an equal opportunity employer

For more information about Operation Gratitude, please visit [www.operationgratitude.com](http://www.operationgratitude.com)

To apply please email your resume to [msisneros@operationgratitude.com](mailto:msisneros@operationgratitude.com)