**INTERN JOB DESCRIPTION**

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| **EMPLOYER INFORMATION** |

**Name**: SOCIAL MEDIA MANAGEMENT INC.

**Address**: 123 MAIN STREET, LOS ANGELES CA, 12345

**Phone**: 333-333-3333

**E-Mail**: INFO@SMM.COM

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| **EMPLOYMENT ELIGIBILITY** |

**Job Title**: INTERN

**Reports to**: JOE BLOW

**Job Location**: LOS ANGELES, CA

**Start Date**: SEPTEMBER 29, 2021

**Job Type**:  Full-time  Part-time  Independent Contractor  Intern

**# of Hours**: 40 Hours per week

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| **JOB DESCRIPTION** |

Social Media Management Inc. is seeking an intern to support a growing team of professionals. The ideal candidate is a student enrolled in a college or university seeking work experience that could double as academic credit.

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| **RESPONSIBILITIES AND DUTIES** |

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| * Managing correspondence | * Writing posts for social media |
| * Attending company events | * Fact-checking content |
| * Managing filing systems | * Applying SEO principles to posts |

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| **QUALIFICATIONS / REQUIREMENTS** |

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| * High school diploma * Technical proficiency | * Strong research skills * Initiative |