

INTERN JOB DESCRIPTION

EMPLOYER INFORMATION

Name: SOCIAL MEDIA MANAGEMENT INC.

Address: 123 MAIN STREET, LOS ANGELES CA, 12345

Phone: 333-333-3333

E-Mail: INFO@SMM.COM

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

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.

RESPONSIBILITIES AND DUTIES

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

QUALIFICATIONS / REQUIREMENTS

- High school diploma
- Technical proficiency
- Strong research skills
- Initiative

