



**Position: Social Media Internship**

**Location:** Waterloo, Iowa

### **Job Summary**

Part-time Internship for college student - or - a high school student (Junior or Senior) in a Career and Technical Student Organization (DECA, FCCLA, BPA, FBLA). Will provide a wonderful hands-on work experience with a regional nonprofit in partnership with the National Park Service. Individual will assist in development of social media following, scheduling posts, researching and creating new content. Occasional office duties including but not limited to answering phones, greeting visitors

### **Job Duties/Responsibilities**

- Prepare and send out communication to partner organizations and potential tourists using website, email and social media
- Update and maintain social media presence, including daily monitoring, posting, scheduling and reporting

### **Preferred Skills/Experience**

- Excellent written and oral communication and interpersonal skills
- Ability to work independently with instruction and as a team member
- Working knowledge of available tools and platforms in social media
- Working knowledge of video and photography
- Proficient in email and internet communication
- Working knowledge of word processing, Canva or Adobe Creative Suite

### **Other Considerations**

Requires occasional work on evenings/weekends and minor travel to heritage area sites. Must have driver's license and car.

**Reports to:** Executive Administrator  
**Wage:** \$10/hour  
**Hours per week:** 8-10 hours/week  
**Semesters:** Summer 2022 (June-August 2022)

### **Organization Background**

In 1996, Silos & Smokestacks, a private 501(c)(3), was congressionally designated as a National Heritage Area to preserve and tell the story of American agriculture and its global significance through partnerships and activities that celebrate the land, people, and communities of the area. Serving as partner of the National Park Service, each National Heritage Area preserves its own unique part of the American story. One of 55 National Heritage Areas in the nation, **Silos & Smokestacks is the only National Heritage Area dedicated to preserving America's agricultural story.**

**Apply:** Email cover letter and resume to [jwadebooth@silosandsmokestacks.org](mailto:jwadebooth@silosandsmokestacks.org).