

Position: COMMUNICATIONS/SOCIAL MEDIA INTERN
Reports to: Executive Director

Urban Autism Solutions (UAS) is seeking a creative and motivated individual to intern in its Communications Department as a Social Media Intern. This is an excellent opportunity to gain practical experience while working for a non-profit.

UAS is Chicago based nonprofit dedicated to changing outcomes for young adults with autism through an integrated community life that advances social and vocational opportunities. Learn more about us www.UrbanAutismSolutions.com.

The Communications/Social Media Intern will report directly to the Executive Director. This internship will focus on the organization's presence on social media sites, including Facebook, Instagram, Twitter and LinkedIn. The intern will play an instrumental role in creating and managing content that brings awareness and engage viewers. Additionally, the Social Media intern will manage content changing on our website, using Word Press.

This internship is designed to be both educational and practical. Students will apply educational training in a professional setting. The intern will gain a better understanding of the role that social media can play in a non-profit setting and be better prepared to work in the field of nonprofit communications and marketing.

Qualifications:

- Current or recent enrollment in a graduate or undergraduate degree program;
- Extremely proficient in social media and online communications with social media experience;
- Experience with Word Press preferred;
- Exceptional writing ability;
- Detail-oriented and self-motivated;
- Ability to work independently and a group setting;
- Ability to prioritize tasks and handle numerous assignments simultaneously;
- Proficient in Microsoft Office and internet applications;
- Experience volunteering with nonprofit organizations desired;
- Able to commit to a minimum of six (6) months for this internship.
- If needed/required, UAS will work with intern to obtain college credit from their university. Interns will receive necessary training and staff supervision. If credit is not required, this position will pay \$13.00 an hour.
- The Social Media Internship requires 10 - 15 hours/week.
- All candidates must submit a cover letter and resume, 2-3 writing samples (social media posts and/or other compositions) and provide 2 professional references. Applications should send an email with the subject line "Communications Intern" to: Info@UrbanAutismSolutions.com. No phone calls please.