



## Internship Opportunity: Social Media Intern

**"Gain real-world experience in the green non-profit sector!"** Apply for a social media internship with the Environmental Nature Center (ENC) and develop your communication skills while supporting our mission to connect the community with nature. Learn how to manage effective social media strategies on a small budget and create meaningful digital content. Interns will have the opportunity to enjoy our scenic 3-acre campus as part of their experience.

**Position:** Social Media Intern (up to 20 hours/week, flexible schedule)

**Location:** ENC, Newport Beach, CA (remote flexibility may be available for certain tasks)

**Pay Rate:** Unpaid, class credit with school approval

### **DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:**

- Curating content for various social media platforms (Facebook, Instagram, TikTok, etc.)
- Capturing videos and photographs of ENC's programs and events
- Assigning relevant hashtags and writing engaging captions for posts
- Preparing weekly content plans and reports
- Engaging with our online community (responding to DMs/comments, liking and sharing relevant posts)
- Organizing and executing weekly social media engagement initiatives (e.g., contests or polls)
- Analyzing social media performance and preparing reports with insights
- Collaborating with the marketing team to ensure brand consistency
- Assisting with email marketing campaigns
- Contributing to graphic design projects (if applicable)
- Conducting research as needed
- Performing general office duties

### **WHAT YOU WILL LEARN:**

- Social media strategy, including content planning and audience engagement
- How to analyze social media data to drive decisions
- The role of marketing in a non-profit setting
- Best practices for video production, photography, and caption writing
- Experience working in a collaborative, mission-driven team environment

### **REQUIREMENTS:**

- College-level coursework in marketing, communications, public relations, or journalism
- Excellent written and verbal communication skills
- Comfortable talking on the phone and in person
- Familiarity with social media platforms and trends
- Skill in using basic computer software (Microsoft Office, Google Suite, etc.)
- Public speaking skills are a plus but not required

**SPECIAL REQUIREMENTS:**

- Must possess and retain a valid California Class C Driver's License (or receive special consideration for public transportation during the application process)
- Willingness to work evenings, weekends, or holidays when needed

**APPLICATION AND SELECTION INFORMATION:**

To apply, please submit your resume and any relevant portfolio samples via email to [lori@encenter.org](mailto:lori@encenter.org). For additional information, call Lori at (949) 645-8489. Recruitment is ongoing.

The Environmental Nature Center is an equal opportunity employer. We review all applications and invite applicants with the most relevant experience for an interview.