Intern Job Description - Calvert Sports Foundation

Calvert Sports Foundation is a nonprofit organization that promotes the development of youth through ice related sports. The foundation provides grants and scholarships to organizations and individuals to assist in promoting ice skills and character development primarily aimed at middle and high school students. The foundation is new and we seek an intern to assist in introducing the foundation to the greater triangle area and beyond. We seek an individual with the following qualifications.

1. Have a good understanding of social media networks, especially Facebook & LinkedIn
2. Ability to create social media pages with content, video etc
3. Post regularly to social media accounts, at least 1-2 times each week
4. Ability to create a blog and research and develop content for the blog
5. Ability to execute a social media campaign and analyze results
6. Ability to research activities in the sports world of ice and develop content for social media and blogs
7. Ability to communicate well and be responsive to deadlines
8. Ability to follow a plan and regularly report on the status and execution
9. Familiarity with WordPress
10. Ability to edit, enhance and maintain website

Start Date: Early January

Pay: $15/hr

Work will be from home. Must have a strong and stable internet connection.