**DWC Administration & Media Internship Description**

DWC Administration & Media Intern is a federal work study eligible trainee working to gain experience managing The Doug Williams Center’s social media platforms and administrative functions. Their primary duties include creating content and crafting captions, supporting social media campaigns and performing research for the social media team.

## DWC Administration & Media Intern duties and responsibilities

Social Media Interns perform a wide range of duties under the supervision of the Center’s leadership team. Some of their main duties and responsibilities include, but are not limited to:

* Writing social media posts and captions and updating the social media pages
* Responding to customer feedback and maintaining communications online
* Creating social media campaigns to increase engagement and target new audiences
* Schedule social media posts and other deliverables within deadlines
* Creating graphic and visual content for dissemination on social media pages
* Carrying out research for team projects
* Sharing related content from partner brands and organizations with their social media audience
* Analyzing social media outcomes and data regularly; creating reports for DWC leadership
* Other administrative tasks

Qualifications

* Must be a federal work-study eligible Grambling State University Sophomore or Junior student in good academic standing
* Must have a basic understanding of functional use of Facebook, Instagram, Twitter, and LinkedIn
* Must have the ability to understand and follow specific instructions and procedures.
* Must have the ability to work both independently and in a team environment.
* Must have the ability to communicate effectively, both orally and in writing.
* Must have the ability to successfully interact with faculty and/or staff in a team environment.

## How to Apply

Visit [dougwilliamscenter.com/become-an-intern](https://dougwilliamscenter.com/become-an-intern/) and complete the form.