

### **Communications and Social Media Summer Intern Wanted**

The Center for Ethnic, Racial, and Religious Understanding (CERRU) at Queens College is looking for a Communications and Social Media Summer Intern. This position is renewable in the fall, based on performance. The Communications and Social Media intern will be expected to assist in creating and implementing a communication and marketing strategy. Specific responsibilities will include:

- Updating Facebook events, maintaining Facebook calendar, responding to messages, uploading event photos, etc.
- Tracking Google & Facebook analytics
- Updating events on website
- Maintaining twitter account (following back followers, searching for relevant networks to follow, tweeting relevant tweets, retweeting relevant tweets, etc.
- Keeping up to date information on relevant campus wide events and creating Facebook calendar and internal calendar with updated lists
- Updating constant contact with google chrome event attendance lists
- Meeting with supervisor on weekly basis to review strategies and progress
- Additional projects/responsibilities that arise as directed by CERRU staff

The intern will receive a stipend to be paid at the end of the summer. The intern will be expected to work 10 hours a week on average. Flexibility is preferred as there may be weeks where 5 hours or 15 hours is more fitting. If a week arises in which we require 15 hours of assistance (unlikely that we would need this), and the intern has proven himself/herself trustworthy, telecommunicating will be considered a possibility.

Please submit the following by Monday, May 5, via email to [info@cerru.org](mailto:info@cerru.org) for consideration:

- 1) Resume or C.V.
- 2) Cover letter in which you answer the following:
  - a. Why you believe that you are ready and capable of handling the responsibilities outlined for this position (if you do not have experience but believe you would perform well in this position, explain that here)
  - b. Why you would like to work for the Center for Ethnic, Racial, and Religious Understanding
- 3) Short writing sample
  - a. Short promotional piece (no more than 1 page)
  - b. Examples of promotional tweets or Facebook posts (can be made up for the purpose of the writing sample)
- 4) Two references (can be former employers, professors, someone from your community, etc.)

### **About us:**

Queens College is one of the most diverse college campuses in the country. Students come from a wide range of international backgrounds, often with multiple ethnic, racial, and religious identities existing within the same student.

At CERRU, we believe in a world where our differences inspire curiosity, collaboration and innovation. We run a student fellowship and ambassador program on the Queens College campus where students meet people from different backgrounds, learn how to have difficult conversations, and engage their peers in conversations about contemporary social issues. We also sponsor events both on the campus and in the broader community that facilitate cross-cultural engagement to advance understanding.

To learn more, please visit us at [www.cerru.org](http://www.cerru.org)