



Position Title: Social Media and Communications Intern

Organizational Background: The Iowa Literacy Council is committed to improving the literacy and basic skills levels of Iowa adults in the context of family, community, and workplace. The goals and objectives of the Council include an increase awareness of literacy through support of Iowa Adult Literacy, by helping to broaden the perception of the meaning of literacy, and to promote understanding of learning disabilities in adults.

Position Summary: The Social Media and Communications Intern will focus on content creation and content strategy to better engage volunteers, learners, advocates and other stakeholders.

Responsibilities include:

- Create and edit social media and website content
- Generate monthly newsletters and develop innovative content for weekly blog posts
- Ensure uniform content and tone of voice for all social media channels (Facebook Instagram, LinkedIn, and Twitter), website landing pages, graphics, and more.
- Conduct outreach to literacy programs throughout Iowa to gather and showcase success stories
- Expand the current readership of all media
- Track key social media analytics on a weekly to monthly basis

Location: Virtual position

Time Commitment: 10 hours per week. Schedule will be determined upon start. This internship is for October through May. Start and end dates are flexible.

Qualifications:

- Professional, respectful, and positive attitude.
- Ability to do professional writing
- Writing and editing experience
- Strong interpersonal communication skills
- Experience with social media platforms including Facebook, Twitter and Instagram
- Basic computer, internet and Microsoft Office software skills
- Ability to work with people from diverse backgrounds
- Graphic design experience preferred

To apply: Email a cover letter and resume to [ilcexecutivedirector@iowa.gov](mailto:ilcexecutivedirector@iowa.gov). Open until filled; priority given to applications received by October 14th, 2019.

The Iowa Literacy Council fosters an organizational culture that is welcoming and inclusive to all. We strongly encourage applications from people of color, indigenous peoples, immigrants and refugees, LBGTQ+ individuals and people with disabilities.