



# The **PRESIDENTS' COUNCIL**

*AN ENGINE FOR BLACK BUSINESS GROWTH*

## **The Presidents' Council** **Marketing & Social Media Intern**

**Supervisory Responsibilities:** N/A

**Contacts:** Students, parents, board members, constituents, vendors, funders, and general public

**FLSA Status:** Intern

**Hours:** 15-25 hours per week required

*\*Please note our operations are currently 80% remote. There are monthly team building outings and limited scheduled in-person organizational events.*

Acting as a catalyst for inclusion, The Presidents' Council Supports, Develops, and Advocates for our region's current and future generations of African American entrepreneurs and leaders for sustainable wealth creation through **Business Development + Entrepreneurial Support, Ecosystem Building (organizing & mobilizing), and Advocacy + Thought Leadership, Capital Formation + Investments**; affecting influence and accountability at ALL levels that directly impact African American businesses and the communities we serve.

The Presidents' Council, located in Ohio City with convenient access to public transportation, seeks to hire a high energy **Marketing & Social Media Intern** to assist with event marketing and brand awareness. As an intern you are expected to work 15-25 hours a week. **Please note our operations are currently 80% remote. There are monthly team building outings and limited scheduled in-person organizational events.**

### **Key Responsibilities:**

- ✓ Create and maintain social media editorial calendar
- ✓ Research content ideas
- ✓ Write captions and blog posts
- ✓ Respond to communications on all social media platforms
- ✓ Schedule posts using internal scheduling platforms
- ✓ Create visual content and copy for social media and website
- ✓ Create monthly Newsletter
- ✓ Create atomized content from monthly Newsletter to post on social media

### **Key Attributes:**

**Communication Skills:** friendly, engaging and able to establish communication in an appropriate manner. Interns are people who are in partnership with, and in authentic communication with staff, clients, constituents and community partners at all levels.



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**Teamwork:** ability to work in a small team as well as be independent enough to work on projects individually. Attention to detail is very important given that we have multiple programs functioning at all times. Interns work well with others and are able to take initiative while remaining accountable to The Presidents' Council policies.

**Resilience:** demonstrate commitment and reliability whilst remaining flexible and sensitive to a given situation. Remain calm under pressure and can give and accept constructive criticism without becoming defensive.

**Outlook:** demonstrate a generous and positive outlook, self - confident and enthusiastic; open to learning from PC staff as well as developing mutual interests.

**Confidentiality:** respect the confidentiality of information shared within the organization whilst remaining accountable to The Presidents' Council policies.

**Reports to:**

Overall accountability to Executive Director;  
Direct management by Office Administrator

**Length of Service:**

Determined by college quarter/semester, or 3 months.

**Time Commitment:**

15-20 hours per week. Hours are flexible.

**Qualifications:** Self-motivated, high standard and personal accountability.

- ✓ Strong communication and writing skills.
- ✓ Ability to thrive in a fast pace environment.
- ✓ Strong computers skills, knowledge of MS Office Suite.

Training for this position will be provided. In addition, senior staff will provide daily instruction and be readily available for questions and assistance.

**Educational Requirements:**

Enrolled in 2 – year or 4 – year college/university or recent graduate



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**Compensation**

Academic year (Fall and Spring semester) internships are for **collegiate credit only** and **summer internships are paid**. This position will provide valuable experience for anyone that has career interest in nonprofit management, business, entrepreneurship, and/or exploring career options. You'll work in a professional and exciting environment that will provide strong challenges with great experiences.

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**Printed Full Name**

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**Signature**

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**Date**