



**CONCORD**  
CHAMBER OF COMMERCE  
MASSACHUSETTS

**April 11, 2022**

**Social Media Intern for the Concord Chamber of Commerce**

**Job description:**

- We are looking for a well-organized and internet savvy intern to help create and grow our social media and online presence.
- With the help of Chamber Leadership, we need someone to create and curate our content in the Chamber's distinctive voice. Build and execute a social media strategy.
- Manage postings across all platforms. Remain interactive with followers and respond accordingly.
- Analyze analytics to gauge the success of campaigns

**Requirements:**

- Active user of and adept at using Facebook, Instagram, Twitter, and LinkedIn
- Preferable marketing/social media experience
- Ability to work remotely, attend virtual meetings, and also meet in person in Concord if needed
- Creative mindset
- Excellent organization, writing, multitasking, and communication skills
- Detailed oriented, strong interpersonal skills
- Available to work 10 hours/week May – August 2022

**Internship start date:**

As soon as possible

**Time Commitment per week:**

10-15 hours a week.

**Compensation**

Up to \$16/hr.

**CONTACT:**

Please forward cover letter and resume to [info@ConcordChamberofCommerce.org](mailto:info@ConcordChamberofCommerce.org)