



Opportunity Charter School

240 West 113th Street New York, NY 10026

Telephone: 212-866-6137 Fax: 212-665-7436

Leonard Goldberg
CEO / Head of School

Social Media Intern

Position Summary: This is a 15 hour per week (flexible), unpaid fall internship.

Opportunity Charter School (OCS) is seeking a Social Media Intern to help reactivate our social media platforms and enhance our school's online presence. Growing an active and engaged social media audience is integral to supporting the OCS mission. By creating our "voice" you will help to further solidify OCS as a leading institution advocating on behalf of underserved youth, and students with learning disabilities.

You will report to the Director of Public Affairs and work closely to develop engaging content and campaigns. You will also help us find fresh ways to build public support for OCS and its mission.

Responsibilities

- Manage daily activity on Twitter, Facebook, Instagram, and other social media platforms
- Present new ideas to optimize social media presence
- Attend staff meetings to stay up to date on school events, announcements, and activities
- Write content and capture images for posts

Qualifications

- A true passion for social media
- Currently working/earning credits toward a Bachelor's or Master's degree
- Experience in a social media or engagement role, with proficiency in Facebook, Twitter, and Instagram
- Excellent writing skills with ability to write short, compelling copy for a digital audience
- Hands-on experience with social media applications
- Some photography/videography skills preferred
- Demonstrated ability to work effectively on multiple projects simultaneously, set priorities, organize time, and identify resources for projects as needed

Applicants may be able to receive college credit for this internship. Background check and fee may be required prior to starting the internship.

Please email resume to Jason Maymon at Jason.maymon@ocsny.org.