



JOB ANNOUNCEMENT - NONPROFIT COMMUNICATIONS AND SOCIAL MEDIA INTERN

Position Title: Communications and Social Media Intern
Location: Burien, WA
Hours: Part-Time (may include evenings and weekends)

POSITION SUMMARY

Colectiva Legal del Pueblo (CLP) is hiring for a Part-time Communications and Social Media intern who will be responsible for carrying out the planning of social media calendars, creating social media posts, and assisting the organizing team with brainstorming campaigns for the **SBA Appropriations Grant**. To be successful as a social media intern you must have excellent knowledge of various social media platforms. A good social media intern combines creative campaign ideas with analytical skills to create successful posts. *At the moment, our office is working through a hybrid in-office/work-from-home structure.*

ORGANIZATIONAL DESCRIPTION

Colectiva Legal del Pueblo is a non-hierarchical collective organization founded for and by undocumented immigrants working to build community leadership and power for migrant justice through legal advocacy and education.

Founded in November 2012 by a group of undocumented community organizers, activists and immigration attorneys who recognized the need to create an organization that provides legal support while building community power for migrant justice, we provide legal advocacy, community education and support to immigrant communities, as well as legal support, in general.

RESPONSIBILITIES OF THE POSITION

Social Media Intern Responsibilities: SBA Appropriations Grant

- Managing the social media calendar.
- Brainstorming campaign ideas.
- Posting on various social media platforms, such as Facebook, Instagram, and LinkedIn, mailchimp and emails
- Analyzing analytics to gauge the success of campaigns.
- Create Communications Plan for grant period
- Assist with the design and execution of social media campaigns
- track social media engagement to identify high-performing ideas and campaigns for scalability
- Respond to comments and DMs on social media platforms
- Brainstorm and research ideas for original content
- Create compelling graphics to share across social channels
- Write social media captions that speak to the organizations target audience
- Develop new strategies for increasing engagement
- Ensure all shared content and message s consistent and complaint with grant requirements (if applicable)

PROFESSIONAL EXPERIENCE REQUIRED FOR POSITION

1. Commitment to CLP's organizational values, which can be found at www.colectivalegal.org/our-story.
2. Fluency in Spanish **required**. The position requires the ability to communicate daily through oral and written communication in both Spanish and English.
3. Must have the ability to work independently and solve problems.
4. Must be able to prioritize tasks, work well under pressure and meet tight deadlines.
5. Reliable transportation required.
6. Ability to work some evenings and weekends.
7. Demonstrated commitment to immigrant rights and social justice issues.
8. Ability to work cooperatively with others both within the organization and in the community.
9. Willing to work in a collective environment with consensus-based decision-making. Desire to invest in CLP's growth and development.

COMPENSATION

The average hourly rate at Colectiva Legal Del Pueblo(CLP) for social media interns is \$20 per hour. Social media interns are to work no more than 10 hours per week. If the intern is required

to work past 10 hours per week, these hours must be approved by the organizing committee but will not work no more than 20 hours per week. Any hours after 10 hours move up to \$25 per hour.

Colectiva Legal Del Pueblo (CLP) pays its Social media intern an hourly wage of \$20 on average. The maximum weekly work time for social media interns is 10 hours a week. The organizing committee must authorize any additional hours the intern is expected to work above the standard 10 per week; however, they must not exceed 20 hours per week. Once 10 hours have passed, the hourly rate increases to \$25 per hour.

TO APPLY

Please send resume, cover letter, responses to questions listed below, and list of three references to jobs@colectivalegal.org. All documents must be attached in PDF format in one email with “Social Media Intern” in the subject heading. Applications will be accepted on a rolling basis until position is filled. No phone calls please.

SUPPLEMENTAL QUESTIONS

Please answer the following questions:

1. Why do you want to work for Colectiva Legal del Pueblo? What draws you to this work? Answer in 500 words or less. If you are potentially interested in becoming an accredited representative, please express that here as well.
2. How do you define social justice and what is the role of community organizing in social justice work? Answer in 500 words or less.
3. What does working in a collective mean to you? Answer in 500 words or less.

COMMITMENT TO DIVERSITY

CLP is an equal opportunity employer committed to diversity. We provide equal employment opportunities to all qualified employees/applicants in all of our employment practices without regard to race, religion, color, sex or gender (including gender identity, pregnancy, childbirth, lactation), sexual orientation, national origin, ancestry, age, marital status, medical condition, physical or mental ability, or any other basis protected by law.

We encourage applications from people of color, immigrants, women, people with disabilities, members of the LGBTQ community and other traditionally underrepresented groups.