

Internship Opportunity Social Media/Communications Coordinator

Humanities Nebraska (HN), a statewide non-profit with a mission to help people explore what connects us and makes us human, is seeking a part-time intern for fall semester 2022 to assist the Communications Manager with community and media relations through print and electronic efforts, and day-to-day marketing of HN.

Social Media/Communications Coordinator Description:

\$13 per hour, working 10 hours per week

- Under general supervision, write, update and maintain HN's social media, including Facebook, Twitter, Pinterest and Instagram;
- Update HN website;
- Assist in writing and managing weekly e-blast;
- Draft news releases and articles for newsletters;
- Research items of interest for social media, facts and photos for newsletter articles, practical solutions for communication challenges, etc.;
- Collaborate with communications manager on ideas, directions, and venues for marketing and communications; and
- Perform other duties as assigned.

The ideal candidate will have a firm grasp of available tools and platforms for social media, be computer literate, detail-oriented with good communication skills (verbal and written), self-motivated, good organizational skills, an ability to prioritize, multi-task and meet deadlines. Proficiency in Adobe Photoshop and InDesign and/or previous experience in marketing, design, or communications is a plus.

Programs coordinated by HN include:

- Prime Time Family Reading: A family reading and discussion program for underserved children and their parents held in libraries, schools, and community centers. Bilingual sessions offered for Spanish-speaking families.
- Chautauqua: Scholars portraying historical figures bring history to life in rural communities through an entertaining and educational format.
- Speakers Bureau: The HN Speakers Bureau provides communities across the state with engaging speakers who spark learning and discussion in schools, libraries, senior centers and other venues.
- Capitol Forum on America's Future: U.S. foreign policy study for high school students and teachers across the state, culminating in a day of deliberation at the State Capitol.

HN is located on the 3rd floor of the Lincoln Community Foundation building, Centennial Mall & N St., and is flexible on hours worked. The internship may extend to the Spring semester. Our office is open Monday-Friday, 8:00 a.m. to 5:00 p.m.

Applications will be accepted through September 9, or until the position is filled. Interested candidates should email a cover letter and resume to jobs@humanitiesnebraska.org.

Humanities Nebraska is an equal opportunity employer. It is committed to providing equal employment opportunities to all applicants and employees without regard to race, color, religion, gender, marital status, national origin, ancestry, age, disability, or sexual orientation.



Humanities Nebraska
215 Centennial Mall South, Suite 330
Lincoln, NE 68508