



Internship Job Title: Social Media Outreach Assistant/Event Planning
Company Name: Family Partners of Morris & Sussex Counties
Street Address: 67 Spring Street
City/ State/ Zip: Newton, New Jersey
Phone: (973) 940-3194
Fax: (973) 940-3197
Supervisor's Name: Rachel Helt
Supervisor's Title: Executive Director
Email: rhelt@familypartnersms.org
Start Date: January 2018
Approximate End Date: Ongoing
Hrs/Wk: 15-20

Specific skills required for this internship:

1. Excellent interpersonal skills
2. Excellent writing/proofreading skills
3. Computer skills - Proficiency in Microsoft Office 2010, In-depth knowledge/understanding of social media platforms (Facebook, Twitter, Google+, YouTube, Instagram)
4. Familiarity with email marketing and ticketing platforms (Constant Contact, Eventbrite, Mail Chimp or similar platforms))
5. Experience in web design
6. Organization and event planning skills
7. Creativity, flexibility, ability to work independently

Specific duties the student will learn to perform:

1. Coordinate events: schedule, plan, market (online and in print), set-up, feedback
2. Update organization website
3. Market events via email and social media
4. Write press releases/communicate with media outlets
5. Manage email lists
6. General office duties

Please submit resume with cover letter to rhelt@familypartnersms.org

Family Partners of Morris and Sussex Counties, Family Support Organization
67 Spring Street Newton NJ 07860 (973) 940-3194
The Family Partners of Morris and Sussex Counties is registered
with the State of New Jersey as a 501(c)(3) charitable organization.