



SOCIAL MEDIA INTERN - at innovative social enterprise

Working at Spectrum Works offers a great opportunity to drive social change, increase the employability of youths with autism, and make a significant impact.

Spectrum Works' innovative workforce development model provides job training and employment to young adults with autism. Spectrum Works builds inclusive workforces at our partner companies by integrating young adults with autism into their workforces. The program prepares our students for entry-level jobs that meet the needs of corporate partners and creates a path to success for individuals with autism.

Spectrum Works' first social enterprise is a nonprofit screen printing business created with its partner company Green Distribution. Green is one of the largest screen printing companies on the East Coast and produces screen-printed apparel for brands such as Universal Music and Harley Davidson. Spectrum Works has also implemented its model at Rent the Runway by integrating student trainees at their Secaucus based distribution facility.

Spectrum Works is going through a period of exciting growth and change —we are hugely ambitious for our future, and we are looking for colleagues who share in our ambition!

JOB SUMMARY

We are currently looking for a motivated undergraduate or graduate student to join our Spectrum Works team as a Social Media Intern. The ideal candidate will be flexible, highly responsible, and eager to learn. If you are looking for experience at a mission based company, possess excellent communication and time-management skills, and collaborate well with others, we want to hear from you. Join our team and help young adults with autism live up to their potential for stable, successful, economically self-sufficient lives.

Spectrum Works needs a creative initiative taker to help create and execute a winning social media plan. The intern will be responsible for researching social media strategies, and will focus on planning for, developing, and implementing materials on our social media platforms to increase public awareness of and interest in the organization.

SOCIAL MEDIA RESPONSIBILITIES

- Develop and help to implement social media planning and strategies
- Enhance the company's presence and profile in the public eye

- Help to manage and further spread the #GoSpectrumBlue Challenge on our social media platforms (www.gospectrumblue.com)
- Manage and grow our social media audience/following
- Develop and enrich the quality of content and interactions on our social media community
- Work closely with CEO and Operations Coordinator on associated projects
- Interns may work remotely or in the Spectrum Works office

KEY QUALIFICATIONS

The ideal candidate will be creative, have excellent communication and organizational skills, first-rate writing abilities, and an interest in making a difference in the world. You have the energy, commitment, and passion needed to help young adults with autism reach their potential.

- Bachelor's degree (obtained or underway) in Marketing, PR, Communications, Media Studies, or related fields required
- Flexible days and hours, but must be available a minimum of 8-15 hours per week (remotely or from office in Secaucus). Longer internships available.
- Exceptional organization, planning, and implementation skills
- Fluency in social media technology
- Strong attention to detail
- Passion for Spectrum Works mission
- Excellent written and verbal communication skills
- Highly motivated to achieve, with the ability to solve problems and overcome obstacles
- High level of ethics, values, integrity and trust
- Must be able to pass a background check

SKILLS

- **Required:** Microsoft WORD and Excel
- **A Plus:** Photography skills
- **A Plus:** Adobe Creative Suite
- **A Plus:** Video or other photo editing skills

SALARY: This internship is unpaid – a travel stipend is available. Spectrum Works Staff can help you navigate your University's process for how to earn course/internship credit if attending university.

CONTACT: Applicants should submit a cover letter and resume to info@spectrumworks.org . Please write ***Social Media Intern*** in the subject line. Applicants without a cover letter will not be considered.