



Job Description

Title: Social Media – Marketing Intern (Part-time)

About Us:

QIC is a growing research firm located in Orlando, FL, supporting government and industry clients in training research, development, and assessment. Our staff are experts in cognitive psychology and human factors.

Purpose

The role of a Social Media – Marketing Intern is to work collaboratively with management and team members to plan, execute, and evaluate the company's marketing strategy through various social media channels and the company's website. The intern will also support management with various administrative tasks, as needed.

Duties and Responsibilities:

- Create and monitor social media posts in support of the company's strategic initiatives
- Assist with online promotion using Facebook, Instagram, LinkedIn, Twitter and the company website
- Create and maintain a social media schedule and determined activity cadence
- Monitor social media platforms for trending news, ideas, and feedback
- Work with team members to develop content including blog posts, videos, and podcasts
- Identify social media engagement improvement opportunities
- Support management with administrative tasks, as needed

Qualifications:

- Current enrollment in an undergraduate course for Marketing, Communications or similar field
- Working knowledge of Social Media (Facebook, Twitter, Instagram, LinkedIn)
- Working knowledge of Weebly
- Excellent written and verbal communication skills
- Outstanding multitasking abilities
- Strong Attention to detail

Work Environment:

This position does not require physical activities beyond a typical office environment. It does require computer use, web-based video communications (e.g. Skype), and telephone use.

Travel:

The Social Media – Marketing Intern will not be expected to travel.

Security Clearance:

All employees must have or be capable of acquiring a Secret DoD security clearance. Guidelines indicating those items that may prevent you from obtaining a security clearance can be found here: <http://www.fas.org/sgp/isoo/guidelines.html>.