



Position Title: Communications and Social Media Intern

Hours: 8 hour/week

Availability: 15-week unpaid internship

Reports To: Operations Assistant

About the Organization:

Kingdom Causes Bellflower (KCB) is a faith-based non-profit organization located in the City of Bellflower. We are known for providing top notch, empowering community and individual programming in the areas of community development, social enterprise/workforce development, and housing. We are a trusted partner and known for our ability to collaborate well with other stakeholders as we seek dignifying solutions for our community. We are a team highly committed to implementing our mission 'to be a catalyst that inspires, connects and mobilizes people towards personal and community transformation'.

Position Summary:

The Communications and Social Media Intern will focus primarily on the development of the KCB communication strategy and implementing our social media plan. They will assist the operations team in a variety of communication outlets including blogs, website update, newsletter, E-newsletter, and other media streams. The ideal candidate will have experience working in various social media platforms, ideally with experience managing a business account and some experience in graphic design. This position necessitates the ability to take direction well, work efficiently, and communicate clearly.

Responsibilities:

Interns will be responsible for completing weekly administrative tasks, engaging with the community, completing trainings as provided by supervisor and other KCB staff, and attending all required staff meetings. Specific Responsibilities Include:

- Designing and coordinating content creation
- Posting content to various social media platforms
- Carrying out and enhancing the communications strategy
- Assist with auditing websites
- Taking pictures & videos
- Producing graphic design content

Qualifications:

- High school degree, some college preferred
- Experience with Squarespace website builder preferred
- Ability to organize time and responsibilities to handle work demands and timelines
- Ability to be flexible and work with changing priorities
- Ability to work with basic supervision, with initiative, and good judgement
- Dedication to the mission, vision, and values of Kingdom Causes Bellflower
- Bilingual in Spanish preferred

Application Deadline:

Interviews and acceptance will occur on a rolling basis until the position is filled.

To apply, send resume and cover letter to humanresources@kcbellflower.org

Kingdom Causes Bellflower
16429 Bellflower Blvd.
Bellflower, CA 90706