



SOCIAL MEDIA + CONTENT DEVELOPMENT INTERN

About the Anthony Muñoz Foundation:

The Anthony Muñoz Foundation is a non-profit based and run out of Cincinnati, Ohio. The mission of the Anthony Muñoz Foundation is to engage the Tri-State region to impact area youth mentally, physically and spiritually. This mission statement is supported by several programs including Whiz Kids & Unplugged, Youth Leadership Seminar, Hispanic Character Camp, Straight 'A' Scholarship, Impact for Eternity Camp, and Anthony Muñoz Foundation Scholarship Fund.

Internship Description:

The Anthony Muñoz Foundation is currently seeking hard-working and talented students from all academic disciplines who share a passion for impacting the youth of the Tri-State region. At the Anthony Muñoz Foundation, our interns are imperative to the success of our programs. We strive to give interns real-world, hands-on experience—not just pushing papers and making copies. Interns are assigned to specific projects, programs, and/or fundraisers affording them the incomparable opportunity to see their work make a real impact in the Tri-State communities we serve. This unpaid internship can provide college credit and a resume building experience!

This is an on-site position. All interns are required to work 15 hours per week. Intern office hours may be scheduled between 9 a.m. and 5 p.m., Monday through Friday. Interns must be available for AMF event dates to be considered and are required to work additional hours and weekends as needed per our event schedule. Most internships are a minimum of one semester; however, internship duration is flexible based on our event schedule, which may not exactly align with the duration of the academic semester. All internships are non-paid positions; however, candidates may receive class credit as approved by their respective academic institutions. All interns must be able to pass a background check and drug test taken during their first week of their internship.

Core Responsibilities:

The Social Media + Content Development Intern will be responsible for supporting marketing strategy, content creation, social media management, and social media performance tracking related to AMF programming, in addition to the core responsibilities listed below.

- Translate the Foundation's brand, mission, and programming into compelling short- and long-form content
- Produce high quality, engaging content specific to each AMF program/event while maintaining the established brand voice throughout each campaign, ensuring consistent digital/social presence across platforms
- Maintain AMF social media platforms; optimize content by platform to leverage its features and extend our reach
- Track, analyze, and report on social media KPIs; interpret data and translate into actionable insights
- Capture, create, and publish live content during AMF events
- Support media relations efforts, including coordination of event coverage
- Assist with evaluating and refining AMF social media policies and procedures
- Represent AMF as a brand ambassador during Foundation and community events
- Assist with other daily office/event special projects as they arise

Requirements:

- Currently enrolled as an undergraduate or recently graduated (within 6 months)
- Working knowledge of Facebook, Instagram, LinkedIn, and X (formerly Twitter) preferred
- Ability to manage multiple priorities at once while under pressure or with firm deadlines
- Demonstrate attention to detail while maintaining perspective
- Effective interpersonal skills including flexible attitude and adaptability
- Exemplary oral and written communication skills
- Exude professionalism in office and on site at events