



Web, Social Media and Email Marketing Internship

Company: National HBCU Alumni Associations Foundation, Inc. - www.nhbcuaaf.org

Department: Technology

Location: Washington, DC (remote position)

Compensation: TBD

The **National HBCU Alumni Associations Foundation, Inc.** is a premier organization of alumni leaders and associates from Historically Black Colleges and Universities. We are experienced professionals with the knowledge, skills and expertise to provide technical assistance to HBCUs and other Institutions on a wide range of topics.

Duties & Responsibilities

Projects may include, but will not be limited to:

Update and edit website content, posts and pages.

Provide content support related to web-based systems to internal teams.

Update social media accounts - Instagram, Facebook/Meta and LinkedIn.

Design, recommend and pitch improvements to new and existing features.

Ideal Candidate

We are looking for a highly-motivated, passionate team player for this assignment . Some experience with WordPress, HTML, and/or CSS is required. Familiarity with social media posting and general edits to web pages is preferred. Must have the ability to work independently to solve problems, think creatively and learn new skills as required.

Value of the Internship

The Web & Social Media internship offers practical work experience and an introduction to creating and improving web-based systems. This internship will involve challenging opportunities, real world projects, and regular interaction with staff. It's a fantastic opportunity to gain hands-on experience in the web and/or app development field with an award-winning innovation team.