



## MARKETING INTERN SOCIAL MEDIA SUPPORT

**Job Description Type:** Internship

**Duration:** Up to six months

**Hours:** Monday, Wednesday, Friday 8:30 AM – 12:30 PM

**Compensation:** Paid: \$18.50/hr.

**Location:** Irvine, CA

**About Miracles for Kids:** ([www.miraclesforkids.org](http://www.miraclesforkids.org)) Miracles for Kids is one of the only organizations on the West Coast providing monthly financial assistance, subsidized housing, wellness and basic needs programs to families with children battling a life-threatening illness or condition.

Miracles for Kids helps critically-ill children and their families stay strong and together, by keeping the lights on and a roof over their heads. Based in Southern California, the organization was founded in 2002 and continues to expand its reach by serving children receiving treatment at leading hospitals throughout California. In addition to paying monthly bills to covering basic expenses throughout the year and housing families at its local housing complex Miracle Manor - the organization also delivers food, provides pro-bono counseling, and a variety of other supports to ensure that families have their basic needs met during the most emotionally excruciating time in their lives.

### Job Summary:

This marketing internship position is focused on providing social media research, analytics, content creation, and coordination, and with our social media partners. This position is for you if you are seeking to be involved in all aspects of marketing, especially in social media, and have a passion for giving back to an underserved segment of our community in great need. Responsibilities include:

- Conducting market research and analysis
- Researching photos for our various events, activities, and programs and preparing them for online publication
- Assisting with aspects of social media within Facebook, Instagram, Twitter, and LinkedIn – generating content, maintaining an ongoing editorial calendar, and gathering stats and reports
- Attending key Miracles for Kids events to assist with branding aesthetics, capturing photos, and sending photos real-time to social media partners
- Organizing and archiving social media clippings and the photography database
- Monitoring activity on social media channels and providing reports on outcomes
- Supporting the marketing team in daily administrative tasks

### Preferred Qualifications:

- Currently pursuing a degree in Marketing or Business Communications, with an emphasis on social media
- Strong desire to work in the charitable, non-profit segment
- Maintains a minimum GPA of 3.0
- Interest in all aspects of social media and developing related skills
- Demonstrable social media experience and understanding of platforms
- Excellent verbal and written communication skills
- Proficient in Microsoft Office (Microsoft Word, Excel, PowerPoint, Outlook)

### We Have:

- A mission that you can believe in with all your heart
- A profound desire to help more families who need help fighting for their children's lives

- A friendly work environment and mission-focused staff, volunteers and Board of Directors
- Experienced leaders who are ready to take the organization's vision to the next level

**Interested? Apply Today!**

- Email your resume and a cover letter to: [dlabonte@miraclesforkids.org](mailto:dlabonte@miraclesforkids.org)

*The individual in this position will be working in an office environment with limited exposure to our patient children and their families. The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and required skills. Job Description may be subject to change to meet the needs of the organization. Employment with Miracles for Kids will be "at will," meaning that either the employee or Miracles for Kids may end employment at any time and for any reason, with or without cause.*

**[www.miraclesforkids.org](http://www.miraclesforkids.org) | (714) 730-3040 | 3002 Dow Ave #126, Tustin, CA 92780**