



## **JOB TITLE: SOCIAL MEDIA & COMMUNICATIONS INTERN (Part-Time)**

**WORK LOCATION: Austin, Texas or surrounding areas; Hybrid work environment, and able to commute to CMM office as needed**

### **SUMMARY:**

Con Mi MADRE is a bilingual (SP/EN) community-based non-profit that operates in Austin and Fort Worth, TX and works directly with partnering districts to provide social-emotional learning and college readiness support to female-identifying students and their mothers and/or primary guardian.

Con Mi MADRE translates to "with my mother," which exemplifies the unique element of our programming that intentionally engages mothers in their daughter's educational journey from 6th grade through college graduation.

The Social Media & Communications Intern will work closely with the programming and development departments. This role includes assisting with strategizing an annual communications plan, managing social media outreach initiatives for program participants and donors, creating written and graphic content, and participating in the planning and executing program events. The Social Media & Communications intern will report to the Director of Development and the Community Events Manager.

### **JOB DUTIES:**

- Organize and create written content for social media through interviews, videos, and interactive posts highlighting the organization's work.
- Participate in the planning and implementation of program events with the program team.
- Collaborate with team members and CMM participants to produce articles and testimonials.
- Generate compelling written content for various platforms, aligning with Con Mi MADRE's voice and mission.
- Monitor social media analytics and report insights for future improvements.
- Create and schedule social media content aligned with the branding and communications strategy.
- Assist development and programming departments in managing social media platforms (e.g., Instagram, Facebook, LinkedIn, TikTok) and curating posts to engage with the community and amplify Con Mi MADRE's mission.
- Produce live coverage of events or activities on social media platforms.

### **REQUIRED QUALIFICATIONS**

- Familiarity with social media platforms and content creation tools (Canva, EMMA, Hootsuite, etc).



- Working towards a degree in marketing, communications, English, public relations, journalism, or other related field.
- Possess a solid understanding of effective communication techniques.
- Must have excellent writing and editing skills in both English and Spanish.
- Strong time-management and organizational skills.
- Be able to communicate clearly and effectively.

### **PREFERRED QUALIFICATIONS**

- Experience and interest in internal and external communications, partnership development
- Experience working in deadline-driven environments is a plus
- Residing in Central Texas area

### **WORKING CONDITIONS:**

- Hybrid: work from home and office, with some evenings and weekends involved.
- Flexible work schedule but must have some availability during the work week (9am-5pm).
- Availability to attend after-hours events
- Available to attend, assist, and cover significant programming events. (may require weekends)
- Ability to use personal equipment/computer

### **COMPENSATION:**

Monthly mileage reimbursement.

**HOW TO APPLY:** Please submit your resume to [hr@conmimadre.org](mailto:hr@conmimadre.org) and [Click here to complete our online application](#)