



Digital Media & Marketing Internship

Department: Community Engagement

Since 1997, we have provided a welcoming, child-friendly, and safe place for victims and their families to share their stories of abuse. From the environment we create to our expertly trained staff, we strive to reduce the emotional trauma for children and their non-offending family members. Our professional services align with law enforcement and child protective services to ensure the integrity of child abuse investigations are protected each step of the way. In our Center, we provide forensic interviews, medical examinations, family advocacy, mental health counseling, and community education.

Overview:

Williamson County Children's Advocacy Center's Department of Community Engagement is looking for an intern who has a passion for helping others and enjoys working in a fast-paced environment. The Community Engagement Department oversees Community Education, Community Awareness, Resource Development and Volunteer Engagement. The Marketing & Digital Media Intern is responsible for the creation and management of the organizations digital creative content, including but not limited to social media, website, and event branding.

Location: On-Site 211 Commerce Blvd Suite 101, Round Rock TX 78665

Availability: Fall, Spring, and Summer Internships available

Hours: Flexible Schedule: 10 - 20 hours per week during office hours, Monday through Friday, 8:30am to 5:00pm depending on availability or need

Qualifications:

- Superior communication skills (both written and verbal)
- Highly detail oriented, organized, and self-motivated is a must
- Proficiency in office software: Word, Excel, PowerPoint
- Familiarity with social media platforms
- Skills in marketing, public relations, social media engagement or graphic design
- An interest in child welfare
- Must be able to pass a background check
- Reliable transportation

Job Responsibilities:

- Assisting with the planning and implementation of Social Media Awareness Campaigns (Ex. Child Abuse Awareness & Prevention Month, Amplify Austin)
- Assist with managing Social Media Accounts (Facebook, LinkedIn, Pinterest, Instagram etc.)
- Create digital content for social media accounts, website, events, and fundraisers
- Assist with promoting and creating materials for fundraiser events
 - Fall (*Holiday Market & Purse Bingo*) Summer (*Back to School Drive*) Spring (*Justice 4 Children, Child Abuse Awareness & Prevention Month*)
- Opportunity to help with photography for marketing pieces as needed
- All other duties as assigned

To apply or for more information please visit:
www.wilcocac.org/careers-internships