



Digital Media & Marketing Internship

Department: Community Engagement

Williamson County Children's Advocacy Center's (WCCAC) mission is to provide hope, healing, and justice for children and families impacted by abuse, violence, and exploitation in our community. We envision a community where children grow up safe and free from 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.

The culture of the WCCAC is built on our shared core values – Compassion, Integrity, Community, and Visionary. Compassion and Integrity mean that we work together and make decisions for the greater good – with open, honest, and respectful communication, taking responsibility for what we do and say. Community means that we provide a safe, welcoming, supportive environment that encourages balance, wellness, and team spirit; we create connections through acts of service both inside and outside the organization. Vision means that we learn from our failures, following our relentless curiosity and striving to improve, learn, and grow by asking questions, seeking knowledge, and stretching beyond our comfort zone. We hire, fire, review, reward, and recognize our teammates based on these characteristics, so it's important that you share these values in order to be part of our team.

Position 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 organization's digital creative content, including but not limited to social media, website, and event branding.

Reports To: Director of Community Engagement

Base of Operation: 1811 SE Inner Loop, Georgetown, Texas (Travel within Williamson County)

Availability: Fall, Spring, and Summer Internships available

Hours: Flexible Schedule: 10 - 20 hours per week during office hours, Monday through Friday, 9:00am 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