

Daily Work

Removing barriers. Building prosperity.

Social-lite Volunteer or Intern Position Posting

Help Daily Work be Social!

We're looking for a digital media volunteer or intern who will ensure Daily Work maintains an effective internet presence by helping us develop interesting blog and social media content and updating and improving our website. This will include website content development and search engine optimization. Daily Work is committed to having a diverse staff, intern, and volunteer workforce. People of color and/or from culturally specific communities are encouraged to apply.

About Daily Work

Daily Work is an independent, nonprofit organization providing individualized career services to job seekers who face significant barriers to gaining employment. Our mission is to provide employment services and mentoring so all job seekers can thrive, resulting in a community where everyone can work, grow, and contribute.

Daily Work focuses on employment as a means to long-term self-sufficiency and a thriving life. Employment is not seen in isolation, but as an integral element of a healthy, holistic life experience. Daily Work considers all these elements in serving our diverse community and it drives our commitment to an "all are welcome" approach to serving people who desire work. We believe that everyone deserves the opportunity to experience the positive impacts of work in their life.

What the Social-lite Volunteer Will Do

- Compose and/or post regular updates to our blog, posts on Facebook, tweets for Twitter, posts for LinkedIn
- Implement content and design updates updates to Daily Work website
- Research how to improve Daily Work search engine results
- Write and develop web content
- Assist with writing and distributing monthly E-newsletter to Daily Work friends and donors
- Collaboratively develop social media strategy
- Recruit followers on Twitter and fans on Facebook

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Work Logistics

- **2-5 hours/week.** Could be configured into a more robust part-time Internship of 10-20 hours/week.
- Position is unpaid, but there will be opportunities for networking and professional development.
- **Minimum commitment of four months** required.
- Schedule: Flexible.
- Can work remotely from home from 9 a.m. - 6 p.m. with occasional participation in meetings.

Skills/Qualities Desired

- Academic classes in public relations, journalism, advertising or marketing
- Clerical or administrative support experience
- Experience in a non-profit or educational environment
- Excellent writing, verbal, proof reading, editing, phone and organizational skills
- Computer aptitude and Microsoft Office experience required.

- Qualities: team player, self-motivated and detail-oriented individual with strong interpersonal skills, customer service orientation, excellent phone manner and communication skills, ability to prioritize and work well under deadline.

Note: The successful candidate must pass a B.C.I. background check. Daily Work will pay for any fees associated with this check.

Benefits to You

This is an opportunity to stretch your skills and be a key player in a small organization in several critical communications areas. Enjoy a fun, flexible work environment where you can see the difference you are making every day. We're happy to write letters of recommendation and provide references for successful candidates. If you're thinking of making this an internship, Daily Work is experienced in arranging for credit based on your institution's guidelines.