



## **2022 Fall Social Media & Special Events Intern**

### **About Arms Wide Adoption Services**

Arms Wide Adoption Services is a nonprofit organization with a 45-year history, dedicated to building and sustaining strong, nurturing families for children who have endured abuse, neglect, and abandonment. Our mission is to transform the lives of children in need of safe and nurturing permanent families.

### **About the Position**

As a Social Media & Special Events Intern at Arms Wide Adoption Services, you will gain hands-on experience in fundraising support for our All In for Adoption Texas Hold 'Em Tournament and social media strategy. Ideal candidates will be organized, eager to learn, and highly motivated. There is an honorarium of \$500, and flexible hours and hybrid work is possible. The timeline of the internship is mid-September through mid-December.

### **Responsibilities**

- Assist with planning, recap and on-site support of the November 10 All In for Adoption Texas Hold 'Em Tournament
- Prepare and mail gift acknowledgements for All In for Adoption donors
- Create content for social media, monitor engagement and respond to comments
- Assist with creating website graphics and help write blog posts
- Provide general assistance and various duties as needed

### **Skills**

Excellent written and verbal communication skills, familiarity with Microsoft Office, and familiarity with Instagram, Facebook, Twitter and LinkedIn. Knowledge of Canva is a plus.

### **Work Schedule**

Part-time, flexible schedule with hours available Monday to Friday, 9:00 am-5:00 pm., plus the evening of November 10 for the All In for Adoption event.

### **To Apply**

Qualified candidates may submit their cover letter and resume to Development and Marketing Coordinator, Emily Person, at [eperson@armswide.org](mailto:eperson@armswide.org).