**SOURCE River West Social Media/Program Assistant**

Summer internship - approx. 24 hour/week. To begin approx. May 14th potentially continue into school year.

**Summary of Position:**

This position is primarily responsible for providing assistance with social media and website support for SOURCE River West. Additional responsibilities include: maintaining online course calendars and attendee information, data entry, marketing material creation, and other tasks/events, as well as technical, marketing, administrative/clerical, and any other assistance to the SOURCE River West Operations Manager and Center Director. The intern will gain a diverse array of experiences in business marketing and nonprofit management skills.

The internship will also provide the student with networking and exposure to business startup developments, business leaders and entrepreneurs, diverse communities, and other community entities of influence, which could be helpful for future career opportunities and experience.

**Duties and Responsibilities**

* Working with staff to create, edit and manage basic website design, social media, print content, newsletters, etc.
* Assisting with data entry into SalesForce, and other platforms, in addition to navigating IU Box to assist in accessible content and increased communication.
* Performing clerical office tasks including, but not limited to: emailing, answering the phone, checking voicemail, and other internal and external communications.
* Engaging in marketing, fostering partnerships, and attending meetings of interest to support the needs of SOURCE RW.
* Executing event management for events including creating invitations, catering, reservations, recruiting volunteers, etc.
* Interpreting reports with statistical information that defines and describes the community and their needs.
* Developing and executing recruitment strategies for participants, funders, guest speakers, etc.
* Serving as a support and photographer during SOURCE courses, events, etc., which may include some evenings and weekends.
* Engaging in marketing, fostering partnerships, and attending meetings of interest to support the needs of the SOURCE Director.
* Occasional fundraising and stewardship activities may be required.
* Serving as a support during SOURCE courses, events, etc., which may include evenings and weekends.
* Duties and responsibilities, as deemed appropriate.

**Skills, Knowledge and Abilities Required:**

* Excellent time-management and organizational skills.
* Communication and social skills.
* Strong social media skills, especially in content creation and management.
* Technical computer skills including: email, Microsoft Word, Excel, PowerPoint, databases, online platforms, SquareSpace, Hootsuite, basic graphic design skills (InDesign, Photoshop, would be helpful).
* Proficient writing, as appropriate for the needs of various audiences.
* Background in business and/or nonprofit management.
* Ability to multi-task, work independently and with different sizes of groups.
* Adaptability, tolerance for others and the ability to learn new tasks.
* Copy/fax machine familiarity.

**Hours and Salary:** The Intern will generally work on-site, at the SOURCE River West Entrepreneurship Center, 2230 W. Michigan Street, 10-20 hours/week. Salary will be $10-$12/hr, depending on skills and experience. The Intern will also be able to attend all of SOURCE’s offered workshops and series at no cost.

Interested students should send a resume and cover letter to:

Elizabeth Davis, Operations Manager for the SOURCE River West Entrepreneurship Center

[elkdavis@iupui.edu](mailto:maroger@iupui.edu)