Location: Indianapolis, IN

Type: Intern / Part-Time

Organization: Zeta Tau Alpha Fraternity (https://www.zetataualpha.org)

Description: The Communication Department oversees the quarterly Themis magazine, all social media platforms, video creation and all print collateral. We are seeking a social media/public relations/marketing intern to join our creative team.

This role will specifically assist with ideation and creation of social media content, as well as some potential writing projects for the blog and Themis magazine.

The intern position must be used for college credit and hours are flexible, based on the individual's availability, Monday through Friday between 8:30 a.m. and 5:00 p.m.

Duties: Responsibilities may include, but are not limited to, the following activities (dependent on the individual in the role):

• Creating social media content across Twitter, Facebook, Snapchat and Tumblr
• Selecting and organizing digital images from chapters nationwide
• Compiling, formatting and sending e-newsletters in Informz
• Updating the website with new information, images and forms
• Preparing strategies and plans for upcoming internal projects
• Monitoring the organization’s presence on social and traditional media outlets
• Designing PowerPoint and other presentation materials

Qualifications: • Major in communication, marketing, PR or a related field is preferred
• Excellent written and oral communication skills
• Experience in social and digital media
• Working knowledge of Microsoft Office is required, experience working with the Adobe Creative Suite is a plus
• Zeta Tau Alpha membership is preferred, but not required

Please submit résumé and cover letter to Ashley Sherman, Director of Communication. Review of applicants will begin immediately.