



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.