

# ANTHONY MUÑOZ FOUNDATION

## 2023 SPRING INTERNSHIP OPPORTUNITIES



### **Social Media + Content Development Intern (Events)**

#### **About the Anthony Muñoz Foundation:**

The Anthony Muñoz Foundation is a non-profit based and run out of Cincinnati, Ohio. The mission of the Anthony Muñoz Foundation is to engage the Tri-State region to impact area youth mentally, physically, and spiritually. This mission statement is carried out through our 7 Impact Programs, including Whiz Kids Mentoring & Tutoring, Youth Leadership Seminar, Hispanic Character Camp, Straight 'A' Scholarship, Impact for Eternity Camp, and Anthony Muñoz Foundation Scholarship Fund.

#### **Internship Description:**

At the Anthony Muñoz Foundation our interns are imperative to the success of our programs and their impact in our community. We strive to give interns real-world, hands-on experience.

Interns are assigned to a specific project, program, camp, or fundraiser; the opportunity to see your work make a real difference in the surrounding Tri-State communities is incomparable. This unpaid internship can provide college credit and a resume building experience!

#### **Core Responsibilities:**

The Spring 2023 Social Media + Content Development Intern will be responsible for the marketing strategies, content, social media, and data/engagement tracking and analysis related to spring programming, in addition to the core responsibilities listed below. Spring programming includes but is not limited to: Straight 'A' Scholarship, Impact for Eternity Camp, Scholarship Fund, Whiz Kids Mentoring & Tutoring, The Hall of Fame Experience, and Football Academy.

- Create engaging, high quality social media content specific to designated program and/or event
- Translate the Foundation's brand, mission, and programming into engaging content and media
- Maintain various AMF social media platforms (Facebook, Instagram, LinkedIn, Twitter); leverage each platform and its features to produce engaging content
- Manage and report on social media KPIs and benchmarks, including interpreting data and turning it into actionable insights
- Assist with evaluating and developing social media policies and procedures
- Coordinate media relations and coverage for AMF and specific events
- Draft monthly Foundation newsletters for disbursement to entire mailing list
- Be a brand ambassador for AMF at both foundation-hosted events as well as community events
- Assist with other daily office and event special projects as they arise

#### **Requirements:**

- Currently enrolled as an undergraduate or recently graduated (6 months)
- Exemplary oral and written communication skills
- Ability to manage multiple priorities at once while under pressure or with firm deadlines
- Effective interpersonal skills including flexible attitude and adaptability
- Exude professionalism in office and on site at events
- Encompass attention to detail and accuracy
- Demonstrate attention to details while maintaining perspective

# ANTHONY MUÑOZ FOUNDATION

## 2023 FALL INTERNSHIP OPPORTUNITIES



### **Social Media + Content Development Intern**

#### **About the Anthony Muñoz Foundation:**

The Anthony Muñoz Foundation is a non-profit based and run out of Cincinnati, Ohio. The mission of the Anthony Muñoz Foundation is to engage the Tri-State region to impact area youth mentally, physically, and spiritually. This mission statement is carried out through our 7 Impact Programs, including Whiz Kids Mentoring & Tutoring, Youth Leadership Seminar, Hispanic Character Camp, Straight 'A' Scholarship, Impact for Eternity Camp, and Anthony Muñoz Foundation Scholarship Fund.

#### **Internship Description:**

At the Anthony Muñoz Foundation our interns are imperative to the success of our programs and their impact in our community. We strive to give interns real-world, hands-on experience.

Interns are assigned to a specific project, program, camp, or fundraiser; the opportunity to see your work make a real difference in the surrounding Tri-State communities is incomparable. This unpaid internship can provide college credit and a resume building experience!

#### **Core Responsibilities:**

The Fall 2023 Social Media + Content Development Intern will be responsible for the marketing strategies, content, social media, and data/engagement tracking and analysis related to fall programming, in addition to the core responsibilities listed below. Fall programming includes but is not limited to: Topgolf Tailgate, Youth Leadership Seminar, Hispanic Character Camp, and Whiz Kids Mentoring & Tutoring.

- Create engaging, high quality social media content specific to designated program and/or event
- Translate the Foundation's brand, mission, and programming into engaging content and media
- Maintain various AMF social media platforms (Facebook, Instagram, LinkedIn, Twitter); leverage each platform and its features to produce engaging content
- Manage and report on social media KPIs and benchmarks, including interpreting data and turning it into actionable insights
- Assist with evaluating and developing social media policies and procedures
- Coordinate media relations and coverage for AMF and specific events
- Draft monthly Foundation newsletters for disbursement to entire mailing list
- Be a brand ambassador for AMF at both foundation-hosted events as well as community events
- Assist with other daily office and event special projects as they arise

#### **Requirements:**

- Currently enrolled as an undergraduate or recently graduated (6 months)
- Exemplary oral and written communication skills
- Ability to manage multiple priorities at once while under pressure or with firm deadlines
- Effective interpersonal skills including flexible attitude and adaptability
- Exude professionalism in office and on site at events
- Encompass attention to detail and accuracy
- Demonstrate attention to details while maintaining perspective