

## **College Intern - Social Media Coordinator for Jewish Day School**

**Location:** Columbus Jewish Day School, New Albany, OH

**Duration:** 10-15 Hours. Per week, can be hybrid

**Compensation:** \$18 per hour

### **About Us:**

CJDS is a vibrant and nurturing Jewish Day school dedicated to providing a holistic and engaging education for students in grades K-5. We pride ourselves on fostering a supportive community that emphasizes academic excellence, creativity, and Jewish values..

### **Position Overview:**

We are seeking a creative and enthusiastic College Intern to join our team as a Social Media Coordinator. This is a fantastic opportunity for someone looking to gain hands-on experience in digital marketing, communications, and content creation. The intern will play a key role in enhancing our school's online presence and engaging our community through social media platforms.

### **Responsibilities:**

- Create and curate content for various social media platforms, including Facebook, Instagram, and Twitter.
- Monitor social media channels, respond to inquiries, and engage with followers.
- Track and analyze social media metrics to assess performance and adjust strategies as needed.
- Assist with other marketing and communications tasks as needed.

### **Qualifications:**

- Currently enrolled in a college or university, preferably in a related field (e.g., Marketing, Communications, Journalism, Education).
- Strong understanding of social media platforms and trends.
- Excellent writing, editing, and communication skills.
- Creative mindset with an eye for design and detail.
- Ability to work independently and collaboratively in a team environment.
- Experience with graphic design tools (e.g., Canva, Adobe Creative Suite) is a plus.
- Passion for education and working with children is a bonus.

### **Benefits:**

- Gain valuable experience in social media management and digital marketing.
- Opportunity to build a portfolio of work.
- Work in a supportive and friendly school environment.
- Potential for school credit, depending on your institution's policies.

**How to Apply:**

Interested candidates should send their resume, a brief cover letter, and examples of previous social media work (if available) to the Head of School, Susan Siegel at [ssiegel@cjds.org](mailto:ssiegel@cjds.org). Please include "Social Media Intern Application" in the subject line.