

Summer Internship Description

SPRING CAFÉ- SOCIAL MEDIA INTERN

Unpaid, 6-10 hours per week

May-August 2017

Do you want to work with refugees and help support our social enterprise café? Spring Café- a program of the Spring Institute for Intercultural Learning, needs a social media intern to help us promote our Café, share our mission and increase social awareness of refugee issues.

Organization Mission: Empower people and organizations to succeed across languages and cultures

Position Summary: Spring Cafe, a program of Spring Institute, is in need of an individual that has experience with graphic design, social media platforms, and the local community. Our café sits directly across from the State Capitol building where numerous festivals, protests and rallies are held throughout the summer. The selected intern will help design flyers and promotional materials for events, and promote the Café and mission through social media and other means to build a customer base of people wanting to support refugees in the local community.

This position will invite an individual that has a strong desire to promote refugee issues and the positive contributions refugees make in our community.

Status: Unpaid, 6-10 hours per week. Time commitment may vary and is flexible

Reports to: Spring Cafe Program Manager

Responsibilities:

- Develop flyers and coupons in accordance with Spring Café design guidelines
- Initiate promotion and dissemination of marketing flyers, coupons, etc in local neighborhood
- Weekly social media posts on Spring Café accounts including Facebook, Instagram, Twitter, Snapchat, etc
- Assist Café Manager with development of café specials, deals and promotions to encourage new and repeat customers

Qualifications:

- Experience with graphic design and developing promotional materials.
- Self-starter with ability to think on your feet.
- Outgoing, sales-minded personality.
- Exceptional written and verbal communication skills
- Commitment to social justice and advocacy for refugee issues

How to Apply

Please email a brief **cover letter and resume** including **two examples of graphic design work** to springcafe@springinstitute.org. No phone calls. Learn more at <http://thespringcafe.org>