

Social-lite Volunteer or Intern Position Posting

Help Daily Work be Social!

We're looking for a digital media volunteer or intern who can help us tell our stories by developing interesting blog and social media content and updating and improving our website. Daily Work is committed to having a diverse staff, intern, and volunteer workforce.

We encourage people from all racial, ethnic, socioeconomic backgrounds to apply.

About Daily Work

Daily Work is a nonprofit organization that supports people in finding and keeping work. Our mission is to provide employment services and mentoring so all job seekers can thrive, resulting in a community where everyone can work, grow, and contribute.

For most people, employment is a means to long-term self-sufficiency and a thriving life. At Daily Work, employment is not seen in isolation, but as an integral element of a healthy, holistic life experience. Daily Work considers these elements in serving our diverse community and it drives our commitment to an "all are welcome" approach to serving people who desire work. We believe that everyone deserves the opportunity to experience the positive impacts of work in their life.

Types of Activities (can be customized to your skills and interests)

- Collaboratively develop social media strategy and other communications to boost followers and engagement
- Customize and post regular content for our blog, Facebook page, Twitter feed, and LinkedIn account
- Research and implement strategies for improving Daily Work search engine results
- Assist with entering, writing, or developing web content
- Assist with writing and developing eNewsletters

Work Logistics

- **2-5 hours/week.** Could be configured into a more robust part-time Internship of 10-20 hours/week.
- Position is unpaid, but there will be opportunities for networking and professional development.
- **Minimum commitment of four months** required.
- Schedule: Flexible -- Can work remotely with occasional online meetings.

Skills/Qualities Desired

- Academic classes or professional experience in public relations, journalism, advertising or marketing
- Clerical or administrative support experience
- Experience in a non-profit or educational environment
- Excellent writing, verbal, proof reading, editing, phone and organizational skills
- Computer aptitude and Microsoft Office experience required.
- Qualities: team player, self-motivated and detail-oriented individual with strong interpersonal skills, customer service orientation, excellent phone manner and communication skills, ability to prioritize and work well under deadline.

Note: To ensure the safety of staff and job seekers, we conduct a background check of applicant's criminal history. Daily Work will consider applicants with a criminal record on a case by case basis. Typically, crimes against people or crimes of a more recent nature may be cause for Daily Work to deny a volunteer application.

Daily Work also requires volunteers and interns who come to the office to be vaccinated and boosted for Covid 19.

Benefits to You

This is an opportunity to stretch your skills and be an important team member in a small organization in several critical communications areas. This is an opportunity to give back to others while supporting job seekers in our community. Build your professional network and add skills to your resume while enjoying a fun, flexible work environment where you can see the difference you are making every day. If you're thinking of making this an internship, Daily Work is experienced in arranging for credit based on your institution's guidelines.