



ADMISSIONS MARKETING INTERN

JOB DESCRIPTION

The Associate Director of Admissions Marketing is seeking an intern to interface with various members of the SYA community through social media and marketing programs such as the Campus Reporter program and the Admissions Ambassador program. The position would range from 10-15 hours a week and is paid at a rate of \$15 per hour. This 100% remote position would start at the end of August and run until the end of December, with the chance of it being extended until March if schedules allow.

KEY DUTIES

- Plan, draft, edit and post social media content on Instagram and TikTok.
- Keep track of Campus Reporter assignments; sort, read and post monthly assignments on social media.
- Brainstorm creative ways to partner and engage young alumni for the Admissions Ambassador program.
- Input updated alumni information into the alumni database system.
- Other duties as assigned.

QUALIFICATIONS

The ideal candidate is someone who has studied abroad, lived with a host family, is currently studying marketing or communications and would like real-world experience working for a nonprofit organization or school. Other qualifications include:

- Strong drafting, proofreading and copy writing skills.
- Experience using both Microsoft products and Google collaboration tools.
- Fluency in social media, specifically Instagram and TikTok.
- Comfortable using design and video editing tools such as Canva or the Adobe Design Suite is preferred.
- Ability to establish rapport with, and command respect of, students and alumni.
- Flexibility, good humor and high energy.
- Ability to attend to detail with thoroughness and accuracy.
- Comfortable using basic database systems.
- Basic web design, coding/HTML/CSS experience a plus.

SYA is an Equal Opportunity Employer and actively seeks candidates who add to the diversity of our organization. SYA is committed to building a team that embraces and works toward justice, equity, diversity and inclusion for our entire community, both in the United States and abroad.

To apply, please email a cover letter and resume to Sarah Twomey-Mercurio, Associate Director of Admissions Marketing, at stwomeymercurio@sya.org.