Social Media Intern

The Jean Crowe Advocacy Center (JCAC) is part of Metro Nashville’s Office of Family Safety (OFS) and provides assistance to victims of domestic and sexual violence as they navigate through the criminal and civil court process.

Role:
Assist the Resource Coordinator in representing OFS through social media by increasing the community’s knowledge about the purpose of the Jean Crowe Advocacy Center (JCAC) and the services it provides, the opening of Nashville’s new Family Safety Center, increasing community engagement with OFS, and increasing the community’s general knowledge about domestic and sexual violence.

Duties and Responsibilities:
- Create social media platforms for OFS and the new Family Safety Center
- Regularly create appropriate, accurate, and informative posts for the JCAC’s Facebook, Instagram, and Twitter accounts regarding the JCAC, its services, and domestic violence knowledge
- Increase the JCAC’s and OFS’s social media following and engagement
- Respond to direct messages from followers and clients on social media
- Advertise the OFS’s and JCAC’s events, the opening of Nashville’s new Family Safety Center, fundraising drives, and intern and volunteer recruitment on social media to increase yield from such events and announcements
- Create the OFS’s, the JCAC’s, and Family Safety Center’s social media policies and guidelines for future interns and staff who run the JCAC’s social media accounts

Time Commitment:
We require interns to commit to a minimum of one (1) semester with the option to extend.

- Must be at least 18 years old
- Must be currently enrolled in an undergraduate or postgraduate program (Public Relations, Marketing, Business, and/or Graphic Design majors preferred but not required)
- Must be familiar with social media platforms, aware of scheduling content and graphic design programs, and knowledgeable about growth and engagement strategies for all platforms
- Must pass a background check and reference checks
- In an effort to make our intern and staff body as representative of our diverse clientele as possible, applicants from minority backgrounds, cultures, and/or with multilingual skills are particularly encouraged to apply.

Qualifications:
- Supervision, mentorship, networking, and resume-building
- Metro ID badge and Metro email account
- Dedicated workspace with Metro laptop and dedicated iPad
- Free parking off-site
- Ongoing education and training on domestic violence and trauma
- This internship is UNPAID.

Support and Benefits Provided:

Reports to:
Megan Moore, Resource Coordinator
(615) 880-2255
MeganMMoore@jis.nashville.org