



Volunteer Job Description

Job title:

Technology and Social Media Intern

Job category:

Marketing

Job qualifications:

The ideal candidate should have a background in technology and marketing. The candidate should have a genuine interest in education, STEM, technology, and workforce development.

Any combination of educational and work experience that would be equivalent to the stated minimum requirements would qualify for consideration of this position.

KNOWLEDGE, SKILLS AND ABILITIES

- Attention to detail is extremely important for this position.
- Excellent written, oral, and interpersonal communication skills. In particular, the ability to understand and organize detailed information and to write about or talk extemporaneously on that information.
- Proficient computer skills in Microsoft Word, Publisher, Access and Excel.
- Proficient social media skills, on specific platforms like Facebook, Twitter, Instagram, YouTube, and LinkedIn.
- Proficient internet research skills.
- Interest in database management.
- General knowledge of nonprofit organizational practices.
- A professional demeanor with an aptitude for analytical thinking and problem solving.
- Responsible, well organized, and demonstrates initiative.
- Ability to work under pressure with tight deadlines.
- Ability to synthesize information and write concisely.
- Ability to work independently and collaboratively.
- Must have excellent customer service skills.

A candidate should have a valid California driver's license.

Job description:

Unpaid Internship: This is an exciting volunteer opportunity for someone who is interested in growing the digital audience for a nonprofit organization, as well as someone who is interested in assisting with the creation of a constituent relationship management (CRM) system, using Salesforce.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Key responsibilities may include:

- Assist staff with procuring content for social media platforms
- Assist staff with posting content on social media platforms
- Assist staff with CRM development projects using Salesforce
- Assist staff with Google Grant application and digital advertising campaign
- Assist staff with website improvements
- Other duties as assigned

Additional Info:

Since 1997, the Classroom of the Future Foundation (CFF) has engaged business, community, and educational leaders to create innovative learning environments in San Diego County K-12 public schools. CFF works to advance its mission by ensuring that San Diego students are prepared to thrive in a competitive global society.

To Apply:

Email your resume to James Wright at james@classroomofthefuture.org.