



## **ELEVATE ILLINOIS WEBSITE/SOCIAL MEDIA INTERN JOB DESCRIPTION**

### ***Organization purpose:***

Elevate Illinois (Elevate) is a newly formed non-profit in the state of Illinois. For too long, Illinois - a state rich in industry, culture, tourist destinations, community spirit, educational and research institutions, transportation and other infrastructure and her most important asset, people – has been mired in negativity. The focus of Elevate Illinois is to help Illinoisans, as well as others, to recognize and acknowledge the positive attributes, activities, initiatives, people and places that make this state a great place to work and to call home. A robust social media and website strategy will be implemented towards this goal.

### ***Intern Responsibilities***

Elevate Illinois interns may be involved in multiple components of the organization's communications including:

- Converting blog posts to media releases
- Research stories from their region to propose for inclusion on Elevate's website and for use on Elevate's social media channels
- As directed, provide draft articles, video concepts and photos for selected regional stories
- Assist in vetting information submitted to Elevate
- Helping identify trending topics and what will resonate with individuals in their demographics
- Other jobs as assigned

### ***Qualifications***

- MUST reside in Illinois. Interns will be hired from a variety of downstate geographic locations.
- Currently enrolled in a post-secondary institution or a recent graduate of a post-secondary institution, preferably located in Illinois.
- Experience in public relations, journalism, social media, photography, videography, video editing, website development and/or economic development is preferred.
- Self-starter who can work independently with great detail and on deadline.
- Responds well to remote supervision.
- Team contributor.
- Collaborator.
- Ability to work remotely.
- Access to computer and high speed internet.

### ***Time Commitment***

Estimated 8 to 10 hours of work per week for Spring Semester, Summer Semester and/or Fall Semester 2021.

***Compensation***

This is an unpaid internship. If your post-secondary institution either requires an internship for graduation and/or offers the opportunity to receive college credit for your experience, we will work with you and them to meet the criteria outlined by the institution.

***Final Thoughts***

Elevate Illinois embraces creating an interactive opportunity which allows our interns to have a true hands-on, critical-thinking, learning experience which will evolve based on Elevate's needs and the intern's background, reliability and interest to do/learn more.

***Elevate Illinois Contact Information***

For more information, contact Janet Mathis at [janet@elevateillinois.org](mailto:janet@elevateillinois.org) or 888.586.3555, Ext. 108.