**Position:** Social Media & Digital Marketing Intern at the Riley Institute

**Start date:** August 2023

**End date:** Flexible (December 2023 or April/May 2024)

**Compensation:** $10 per hour

**Supervisor:** Claudia Winkler, The Riley Institute’s director of marketing & communications

**Position description:** The social media and digital marketing intern will assist the Riley Institute’s director of marketing and communications with the creation and implementation of social media content through copy generation, graphic design, and photo curation and help update and maintain the Riley Institute’s email marketing lists.

**Qualifications:**
- Strong written and verbal communication skills
- Experience with social media platforms (Facebook, Twitter, Instagram, and LinkedIn) along with third-party scheduling and platforms
- A baseline understanding of Canva
- Willingness to take initiative and seek constructive feedback to learn and grow
- Highly organized and detail-oriented
- Ability to work independently while also valuing collaboration

**Desired Skills (though not required):**
- Experience with MailChimp or similar email marketing platform

**Hours per week:** Minimum 15 hours per week with opportunity for more if student’s schedule allows.

**To apply:** Send your resume and cover letter to Claudia Winkler at claudia.winkler@furman.edu.

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**About the Riley Institute:**

*Launched in 1999, the Institute is named for former South Carolina Governor and former United States Secretary of Education Richard W. (Dick) Riley. It is committed to nonpartisanship in all it does and to a rhetoric-free, facts-based approach to change.*

*Our mission is to broaden student and community perspectives about issues critical to South Carolina’s progress. We build and engage present and future leaders, create and share data-supported information about the state’s core challenges, and link the leadership body to sustainable solutions.*

*We achieve our mission through a broad range of programs and initiatives. Our Center for Critical Issues hosts a variety of events throughout the year to highlight and encourage civil discourse around critical issues for the state and nation. The center’s events have featured former President Bill Clinton, former Director of National Intelligence Mike McConnell, former Secretary of State Madeleine Albright, and many more.*
Our Center for Diversity Strategies has created a statewide leadership network with our Diversity Leadership Initiative (DLI). There are more than 2,200 alumni of the DLI program, known as “Riley Fellows.” This powerful network includes CEOs of corporations, mayors, city and county council members, legislators, school superintendents, nonprofit heads, chamber of commerce directors, and religious and community leaders.

We also have a Center for Education Policy and Leadership that produces nationally recognized education research, most recently on the topic of Montessori education in public schools.