**Palouse Habitat ReStore Social Media and Marketing Internship Position**

**Job Title:** ReStore Social Media and Marketing Intern

**Pay:**  This position is unpaid, but provisions could be made to receive credit

**Job Description:** This intern will become familiar with Palouse Habitat for Humanity and the Palouse Habitat ReStore, their purposes and activities. They will work with PHFH staff and ReStore staff to market the ReStore and increase social media presence of the store:

* 1-3 weekly ReStore Facebook Buy and Sell posts featuring individual items of ReStore merchandise. Intern will check with store staff to get suggestions on featured items.
* Maximize Facebook reach by cross posting to related Facebook Buy and Sell groups (Palouse Buy Sell and Trade; Moscow ID and Surrounding Area buy/trade/sell no spam; Pullman & area buy/sell/trade no spam; wsu free & for sale -pullman wa; Colfax wa virtual yardsale; latah county yard sale)
* Increase social media presence by utilizing enhanced features such as videos, slideshows, or other content options in Publishing Tools
* Regular ReStore Instagram and Facebook posts and videos scheduled through Meta featuring ReStore merchandise.
* Special task: Highlight ReStore merchandise on PHFH Pinterest page and design posts highlighting DIY crafts and projects featuring ReStore merchandise.
* Special task: Assist in the conversion of a backlog of ReStore donation receipts into LGL CRM database under supervision of PHFH staff.

**Dates**: Fall and Spring Semesters

**Hours: Flexible.** Palouse HFH is willing to identify specific areas of focus and work with the intern to determine appropriate hours. Intern will set regular week-day hours during the ReStore hours of Tuesday-Saturday 10 to 5. The intern will have access to a computer work station and iPad for photography.

**Skills and Experience Required:**  Intern will have strong written and verbal communications skills; conduct themselves in a professional manner with co-workers, the public and volunteers; be comfortable using Microsoft office suite programs, including Word & Excel, and Publisher, and have experience with social media and Canva. Intern must be willing to familiarize themselves with the operations and mission of Palouse Habitat for Humanity. Intern must be able to provide their own transportation.

**Preferences:** Communications or Marketing major; Junior, Senior or graduate level student with experience working with non-profit organizations.

**Contact Information:**

Mary Silvernale Shook

Palouse Habitat for Humanity

306 N. Main Street, Moscow, Idaho 83843

208-883-8502 habitat@palousehabitat.org