

BU Hillel Marketing, Communications and Social Media Internship

Boston University Hillel seeks to mentor and empower students with innovative, entrepreneurial and inclusive projects related to Jewish life and learning. BU Hillel is home to nearly 5,000 Jewish students, the second largest population at a private school in North America.

We are looking for a self-motivated student who wants to hone their marketing/communications, research, social media, graphic design, writing/editing, and project management skills in a higher education setting.

NOTE: Graphic design skills are not a requirement for this position. If the candidate possess graphic design skills, they will be put to good use.

Internship tasks will include:

- Developing an understanding of Hillel's mission, current resources/offerings, existing partnerships, and outreach efforts
- Arranging, planning and executing weekly social media schedules and posts for Hillel's FB, Twitter, Instagram, Snapchat and Tumblr accounts
- Drafting and scheduling weekly mass mailers to be sent to various Hillel constituencies
- Assist Hillel's Development efforts with communication content drafting and composition
- Meeting with Hillel staff to understand the department's organizational structure
- Filming and editing employer and student videos for use on the Hillel website and social media outlets
- Organizing Hillel related blog posts
- Designing images for social media use and event-specific posters for marketing purposes
- Reviewing current marketing, email communication, social media posts, etc., and presenting recommendations for student-focused communication

Candidate requirements:

- Excellent written and oral communication skills
- Strong organizational skills and attention to detail
- Excellent time-management skills and ability to meet project deadlines
- Creative and collaborative problem solving
- Microsoft Office proficiency
- Benefits of the internship experience include:
 - A basic understanding of career services in higher education
 - An understanding of strategic marketing and communication practices
 - Knowledge regarding social media, digital content creation, graphic design, and more
 - Exercising communication, research, presentation, and analytical skills
 - An opportunity to provide input about ways to better connect students with Hillel events, programs, services, and resources
- Real-world work experience in an office environment
- NOT REQUIRED: Adobe Creative Suite (Illustrator, In-Design, Photoshop) and Final Cut/iMovie skills

Hours of Internship

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Each week the intern's 6-10 hours will follow a set schedule that will accommodate his/her other academic commitments. Hillel is located at 213 Bay State Road.