

# Social Media & Marketing Intern

## Suburban Chicago

*WindyCity Greek* online publication



**Company Location:** Elmhurst, IL

**Position:** Start immediately; unpaid, with potential to become paid

**Apply to:** [Maria@windycitygreek.com](mailto:Maria@windycitygreek.com)

## Description

Launched on September 30, 2015, *WindyCity Greek* is the only Greek media outlet committed to 100% positive Greek-related news. *WindyCity Greek* shines the light on all the innovative and exciting people, businesses, organizations, and happenings in the Greek community – here in Chicago, and around the world. It’s a celebration of all things Greek! We celebrate our rich heritage – past, present, and future. We are Hellenes and we are proud! You don’t have to be from Chicago to be a *WindyCity Greek*. It’s a mindset!

Since *WindyCity Greek* has a fairly small staff, our intern has the opportunity to become an integral member of our team. An ideal intern is independent, ambitious, a self-starter, and in-the-know when it comes to the Greek community. Interns will work closely with *WindyCity Greek*’s founder/editor, and explore the fast-paced, energetic digital magazine world. This is a great opportunity to build your portfolio and gain real-world experience from a fast-growing online publication.

Are you detail-oriented and diligent? Do you tackle every assignment with a positive, can-do attitude? Do you have great ideas and want to contribute to our growth? Qualified candidates should have pride in Hellenism; have writing experience, and most importantly – a passion for social media. Solid communication skills are a must, along with the ability to successfully complete strict deadlines.

The priority for this position is to develop and manage our platform on Instagram, however, it may entail other marketing and editorial tasks as needed.

## Responsibilities

- Assist in development of social media strategy
- Build *WindyCity Greek* Instagram platform
- Repurpose existing content from site and other social media platforms
- Create visual and written content
- Develop the media library
- Schedule posts
- Grow followers
- Engage and interact with followers

- Take photographs as needed
- Maintain brand voice
- Perform other related marketing tasks as needed
- Contribute to the growth of **WindyCity Greek**

## Requirements

- Passion for social media.
- Have demonstrable experience with Instagram.
- Excellent written and verbal skills.
- Knowledge of Greek language, culture, community, and Orthodox Faith. Pride in Hellenism.
- Highly-motivated and talented college student pursuing a degree in journalism, public relations, English, business communications, or communication arts.
- Basic journalism knowledge. Can learn and follow publication style.
- Ability to create engaging visual and written content.
- Strong organizational and communication skills with keen attention to detail and problem solving skills.
- Basic knowledge of MS Office applications, especially Word; Google Docs.
- Experience other social media platforms.
- The ability to independently manage your time and tasks: working on multiple assignments at a time, prioritizing your tasks, juggling different types of assignments at once, and know when ask questions when you need help, communicate in a professional manner, and be detail oriented.
- A self-starter that can work independently as well as contribute to the team.
- Enthusiasm and positivity a must.

## Skills

**Preferred** – Instagram, Social Media, Visual and Written Content Creation

## Location

Intern will initially work from our Elmhurst office but eventually may work remotely.

## Apply

Send your resume and a few sentences about why you would be a great intern, to [maria@windycitygreek.com](mailto:maria@windycitygreek.com).