



## Call for Intern!

EcoArts Tours is currently seeking an intern to help our innovative and dynamic organization. EcoArts Tours provides cultural exchanges in the arts while traveling to help the sustainable development of communities. We seek extra help for our social media campaign as well as the EcoRenaissance Project - a hands-on opportunity for professional artists to collaborate, create, and conserve the arts and natural world. For more information about EcoArts Tours visit [www.ecoartstours.org](http://www.ecoartstours.org).

## Community Manager

*Position Description:* Assist our Social Media/Marketing Director with our EcoArts Tours public tours and the EcoRenaissance Project - in strategy, delivery, tracking performance and building a community. This is a great opportunity to increase your campaign management, marketing and social media experience while learning from an expert in the business.

*Duration:* This position is projected to begin **ASAP** and last for a 3-month period. Extension of the internship is possible and can be discussed upon successful completion of the initial internship period.

### *Duties include:*

- Build a community of followers, participants, and potential partners
- Assist in distributing flyers, slideshows, videos and other materials for promotions and generating awareness
- Engage with communities and target audiences for feedback and suggestions (within various social media platforms)
- Write content for social marketing campaigns
- Track and report community activity

### *Requirements:*

- Strong written communication skills for the web, preferably with a background in marketing and social media
- Proficient in Google Docs and basic HTML skills
- Basic familiarity with leading social media platforms such as Facebook, Twitter, YouTube and Google Earth
- Work independently, reliable, strong execution and interest in arts, cultural and sustainable fields



**Additional requirements:**

- Attend an introductory meeting with EcoArts Tour Director and Designer/ Social Whiz at the San Francisco office (or a conference call if located out of the Bay Area)
- Work remotely 10-15 hours a week on the tasks provided through our inter-office communication system, Highrise
- Communicate with EcoArts Tours Director and Designer on a weekly basis via email, Highrise, and/or phone
- Available to meet in person (if necessary) for bi-weekly or monthly company meetings at the San Francisco office
- Be available to let the EcoArts Tours staff take you out to dinner upon completion of your internship!

**To Apply:** Send your cover letter, web-based writing sample(s) and CV to [Rosalyn@ecoartstours.org](mailto:Rosalyn@ecoartstours.org)