

**CASA Social  
Media/Marketing Intern Job  
Description**

**Purpose**

Through advocacy and mentorship, the Athens Oconee Court Appointed Special Advocates (CASA) organization empowers community members to stand up for a foster child and champion their rights in court. CASA recruits, trains and provides ongoing support to community volunteers serving as officers of the court to advocate for the best interests of abused and neglected children in the foster care system. Through sustained, personal attention, CASA creates positive change in children's lives, providing children with hope, stability and opportunities to thrive in preparation for healthy, productive adult lives. More information can be found at [www.athensoconeeCasa.org](http://www.athensoconeeCasa.org).

**Environment:**

The general office hours are from 9:00 am to 5:00 pm. However, this can vary each week according to what is on the CASA staff's calendar.

**Social Media Internship:**

This position's responsibilities are expected to take up 10-15 hours a week. The CASA social media intern will be responsible for facilitating CASA's online presence and curating content (social media posts, website design, writing blog posts, etc.). There is the possibility for the social media intern to add responsibilities to their function based on skills they bring to the position and skills they'd like to further develop. Additional tasks (such as covering court hearings and assisting in training) outside of their responsibilities can be included. At this time, all internships through Athens Oconee CASA are hybrid in nature with a majority of the hours being worked remotely. There are opportunities to go into the office and work in person when staff is present. This is an unpaid internship. However, this internship can provide experience in juvenile court observations, DFCS observation, CASA volunteers training, nonprofit management, and valuable insight into the children welfare system in Athens Clarke and Oconee counties.

**Supplies/Skills/Requirements:**

- Have use of your own laptop with Microsoft Word, phone, and transportation. Access to personal, reliable internet.
- Ability to utilize and navigate Microsoft Teams, Canva, other Microsoft systems, and Google email.
- Ability to navigate and create content for CASA social media and website (may include accounts on Facebook, Instagram, Twitter, Next Door, Pinterest, Handshake, Volunteer Match).
- Ability to research and explore new expansion opportunities for social media and online presence.
- Ability to update website as needed using Weebly website builder [including, but not

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limited to, page updates, creating new pages, blog posts, and posting relevant community resources].

- Comfortable taking staff photos and filming short videos at Athens-Oconee CASA events.
- Must pass a comprehensive criminal background check including fingerprinting, sex offender registry, local court and criminal records.
- Satisfactory references
- Maintain Confidentiality
  - Distribute information according to Athens-Oconee CASA guidelines
  - Ensure security of confidential material.
- Possess the ability to work in a fast paced and changing environment. Be flexible to changes to daily scheduling and atmosphere.
- Have the ability to multitask.
- Be punctual and reliable.
- Be self-motivated and able to develop creative ideas.
- Having the ability to work effectively individually or in a team setting whether at the office or working remotely.
- Have the ability to plan ahead, take initiative, and anticipate needs when oversight is not readily available.
- Advocate for self with staff liaison and communicate when need clarity or adjustment to staff expectations.
- Having the ability to maintain professionalism in a variety of settings even when others are being less than professional.
- Demonstrate a follow-through on commitments, with accountability for own actions.
- Demonstrated objectivity and respect of all people regardless of socioeconomic background, culture, religion, sexual orientation, disability or gender and experience working with culturally diverse populations.
- Excellent oral communication skills, including the ability to maintain objectivity, welcome feedback, calmly evaluate and make mindful, strategic decisions in emotionally-charged situations and in the absence of complete clarity.
- Be able to sit for long periods of time and lift at least 25 pounds.

#### Responsibilities:

- Work closely with staff liaison who provides brand direction and oversees social media for Athens Oconee CASA.
- Create and update a social media calendar to be shared with staff.
- Complete assigned tasks on intern to-list and provide progress updates to staff liaison.
- Attend and participate in weekly social media meetings with all staff and interns involved with social for Athens Oconee CASA and Children First, Inc.
- Work within Facebook Creator Studio to prep posts for Facebook and Instagram before due date.
- Share/post/retweet other local organization's/CASA program's posts/content/tweets.
- Curate content for Athens Oconee CASA platforms (Facebook, Instagram, YouTube, Twitter, etc.) using site such as Canva.
- Communicate in a timely fashion (respond to in office messages, phone calls, and emails

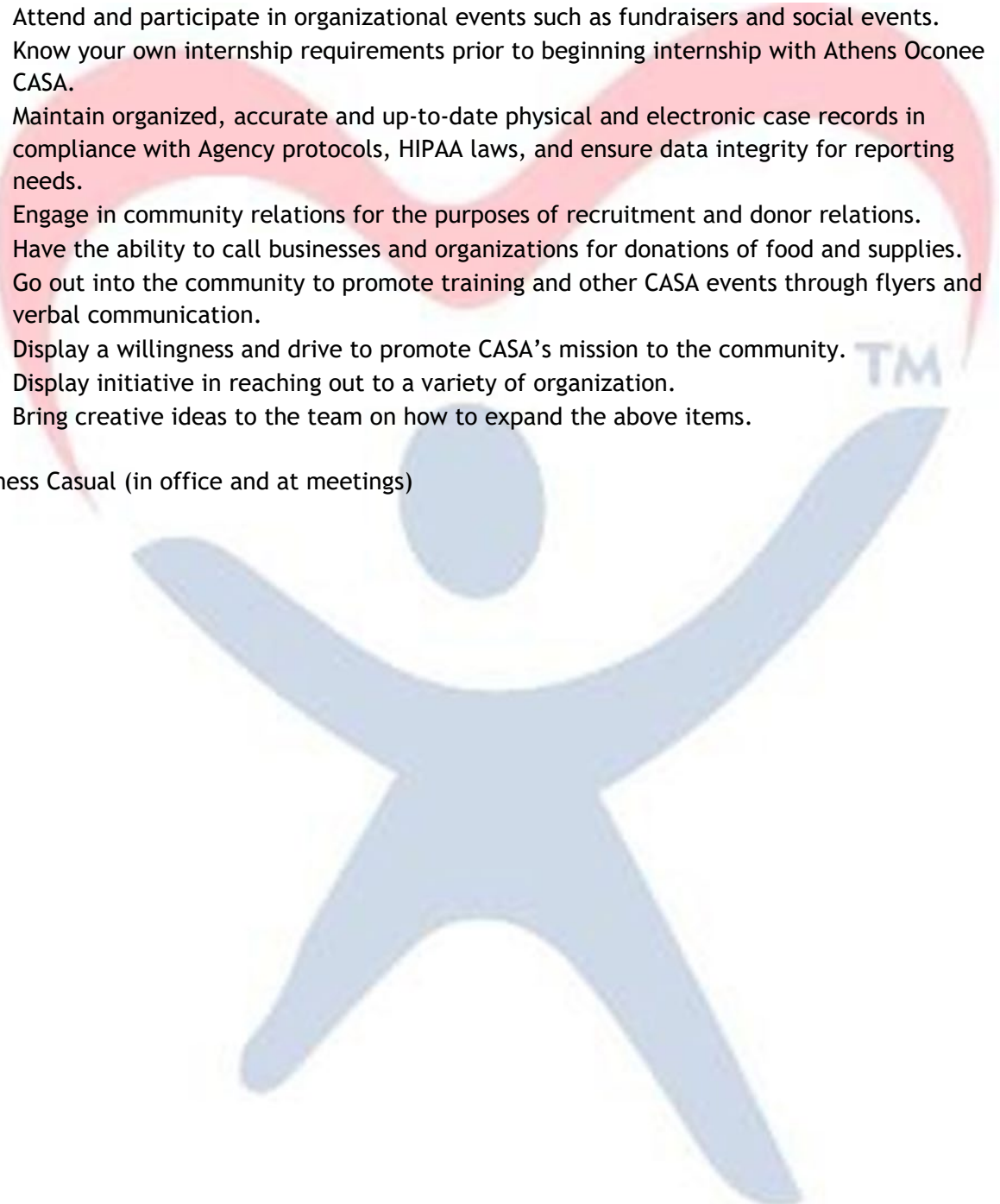
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same day even when not working internship hours).

- If attending court, DFCS Meetings, or other community meetings: take clear and comprehensive notes.
- Attend and participate in organizational events such as fundraisers and social events.
- Know your own internship requirements prior to beginning internship with Athens Oconee CASA.
- Maintain organized, accurate and up-to-date physical and electronic case records in compliance with Agency protocols, HIPAA laws, and ensure data integrity for reporting needs.
- Engage in community relations for the purposes of recruitment and donor relations.
- Have the ability to call businesses and organizations for donations of food and supplies.
- Go out into the community to promote training and other CASA events through flyers and verbal communication.
- Display a willingness and drive to promote CASA's mission to the community.
- Display initiative in reaching out to a variety of organization.
- Bring creative ideas to the team on how to expand the above items.

Attire:

- Business Casual (in office and at meetings)



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