



Summer Internship Opportunity

Greater East Mountain Chamber of Commerce is glad to offer hands-on experience with our **Summer Social Media Internship** opportunity.

We have multiple positions available and will give priority consideration to high school and college students residing in the East Mountain/Estancia Valley region. Please read the position description below, then complete and submit application for consideration.

Social Media Internship *(part-time, summer internship)*

Develop social media posts and visual content to help promote tourism and community outreach for Greater East Mountain Chamber. Involves developing 2-3 targeted posts with inviting/intriguing local images (photo and/or video) on a weekly basis.

Qualifications:

- Desire to gain marketing experience and knowledge
- Basic understanding of how to create posts for Facebook and Instagram, and website content
- Basic concept of story or mood creating visual media (photos, videos) for Facebook and Instagram posts, and website content
- Good writing skills (including spelling, grammar, and punctuation)
- Ability to take high resolution marketing photos/video of East Mountain destinations, vistas, and local events (smart phone camera is fine)
- Ability to work remotely with limited guidance
- Ability to manage time and meet weekly deadlines
- Must have transportation to get to East Mountain/Estancia Valley locations/destination on a regular basis

This is an unpaid service learning internship for hands-on experience, not employment. However, the chamber will be happy to provide a Letter of Reference (based on actual performance) and/or a Letter of Community Service (based on actual performance).

To apply, students should complete the attached Summer Internship Application form and submit to Linda Burke at: director@EdgewoodChamberNM.com. Priority consideration deadline is June 21, 2021, and final date applications will be considered is June 30, 2021.



Summer Internship Application – Social Media Intern Experiences for Students

Complete this application, save, and submit as an email attachment. Please complete all sections of this application and send it with your resume to: director@EdgewoodChamberNM.com. Please be sure to provide contact information for a teacher, coach, or community service supervisor you feel will give you a good recommendation.

1. Contact Information

Name (Last, First, Middle):		Date:	
Present street address:		City:	State: Zip:
Cell phone:	Parent's phone:	E-mail address:	
Are you less than 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No If you are under 18 years of age, what is your age as of June 1, 2021?		Do you understand this Internship requires weekly submissions of work product? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you a self-motivated person?	
Expected date of high school graduation:		Do you understand this is an unpaid Service Learning experience? <input type="checkbox"/> Yes <input type="checkbox"/> No	

2. Education

List the schools and/or educational organizations you have attended, beginning with your most recent:

Name of School or Organization	Location	Dates Attended	Years Completed (as of July 1, 2021)

3. Previous Internships, Community Service, and Employment

Provide a list of previous employers. Please include all paid and unpaid positions in the order they occurred. Please continue list on separate sheet of paper. If possible, please obtain a letter of recommendation from previous supervisors.

Internship or Employer	Address	Dates of Employment	Position Held
1. Name:	Address:	From: To:	Title:
Duties performed:			Contact as reference (Y/N)
2. Name:	Address:	From: To:	Title:

Duties performed:	Contact as reference (Y/N)
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4. Career Goals

Please give us an idea of 1) your career aspirations, and 2) why you are interested in social media/marketing/tourism.

5. Educational Benefit

Please indicate what you hope the educational benefit of this opportunity will be. List any requirements of your educational organization (for example: complete a paper, work 60 hours on a specific project, complete an assignment)

6. Community Knowledge

Please indicate 1) your favorite aspect(s) of living in the East Mountains/Estancia Valley, and 2) a place do you consider a "hidden gem" in this region that you might like to write about.

6. Relevant Talents and Skills

Please share talents and skills that you possess that you feel will make you a top candidate to consider for this Summer Internship opportunity: _____

7. Availability

The Summer Intern program will begin on or about Monday, June 21 and end on Friday, August 27, 2021. Although you will work remotely and schedule your own time, there are weekly deadlines to meet. Please indicate any weeks you are **not** available:

8. References

Please make sure you have answered Y (Yes) or N (No) to whether we can contact your former employer(s) in section 4. In addition, please include a letter of recommendation or reference from a teacher or coach or community service supervisor. Reference Name _____ Reference's Phone or Email _____

9. Previous Convictions

Have you ever been convicted of an offense related to the job for which you are applying or convicted of a crime other than a minor traffic violation in the past 5 years?

Yes No

If yes, please explain. Conviction will not necessarily bar you from internship opportunity.

10. Application Verification

THIS FORM IS NOT VALID WITHOUT YOUR SIGNATURE. PLEASE READ BEFORE SIGNING: The statements above are true to the best of my knowledge.

Signature _____

Date _____