

Position: Social Media & Communications Intern

Description

VAAS Professionals is seeking student(s) interested in exploring internship opportunities. As a CPA and Management Consulting Firm, our Social Media & Communications Intern will be expected to manage our social accounts, develop unique social graphics, and construct business-related articles tailored to our diverse clientele. Our unique culture that gives you the freedom to be innovative, make decisions, achieve your full potential and to chart your own career.

Candidates should have a demonstrated interest in communications or journalism, must possess strong problem-solving abilities, have excellent interpersonal skills, and have experience in developing content for Instagram and Tik Tok.

Job Overview/Responsibilities This internship will provide students with hands-on experience and an opportunity to develop functional skills and think critically to solve problems and provide innovative input.

Duties

- Follow trends to assist in development of social media and news content
- Contribute to original story ideas and content materials (content should be trend-worthy, of client interest, easily digestible etc.)
- Research tax and IRS related information for article development
- Remain abreast on current Finance and Business related topics to create and re-post LinkedIn articles, blogs, and other informative forms of outreach
- Create a minimum of 2 articles per week, based on CPA & Financial Management related topics
- Post regularly to social accounts
- Maintain inventory of materials (hard and soft)
- Complete a weekly scan of company's website to identify areas of opportunity and issues/defectives
- Purge email database as needed of invalid and bounced emails

Qualifications

- Junior/ Senior Bachelor's Candidate majoring in Journalism, Communications or another relevant field
- Excellent working knowledge of WordPress, Microsoft Office, SharePoint, Canvas, and Adobe Photoshop
- Must be able to independently create social media content for our Instagram, Tik Tok, and LinkedIn
- Strong analytical, organizational and time management skills with an attention to detail
- Well written, communication and presentation skills
- Problem solver
- Deadline-oriented
- Be a self-starter who can work independently and remotely
- Have a fun personality and sense of humor that can be conveyed in your writing
- Innovative in content creation, story ideas, and delivery

We do not sponsor relocation. Student applicants must have reliable transportation and live within Atlanta city limits. We are committed to developing the next generation of leaders. If this is you, we look forward to receiving your application!

How to apply

Email your resume to vaas@vaasprofessionals.com with **1 writing samples + 2 Social Media Creations/Graphics**