



Social Media Intern for The Policy Circle

[Founded in 2015](#), The Policy Circle is a non-partisan, grassroots organization that provides a framework to boost civil discourse and civic engagement. Our proven platform builds leaders who seek solutions for their communities through policies that foster creativity and personal responsibility. Our [virtual](#), live, and grassroots initiatives are built around original, thoughtfully curated Policy Circle Briefs that frame the issues, provide historical context, explore avenues for reform, and encourage local engagement.

The Policy Circle's roundtable discussions empower women to become more vocal in public policy dialogue and civic engagement within their community, their state, and their country.

[Visit our website](#) and [watch our video](#) about The Policy Circle Model to learn more!

The Policy Circle is looking for a dynamic, creative, and digitally-savvy individual to join The Policy Circle's Communications & Marketing team. The ideal candidate will be an undergraduate/graduate student or recent graduate looking to make an impact with a growing nonprofit organization that equips women to become more effective civic leaders. Excellent opportunity to explore a wide range of policy areas and become more skilled at explaining complex topics to a broad audience.

Responsibilities:

- Background research for social media and digital platforms
- Support social media and communications strategy for The Policy Circle
- Assist with the design and execution of social media campaigns
- Support the creation of social media and communication calendars
- Create and distribute content such as blogs, infographics, videos and press releases on social media and traditional news outlets with the support of the Communications team
- Track social media analytics and engagement to identify high-performing ideas and campaigns for scalability
- Perform social media marketing research
- Brainstorm and research ideas for original content
- Create compelling graphics to share across social channels
- Write social media captions that speak to the company's target audience
- Help create and edit short-form videos
- Develop new strategies for increasing engagement
- Assist with photo/video content

Requirements & Preferred Proficiencies:



- Undergraduate or graduate student.
- Experience with policy or law preferred.
- Experience with Canva and Sprout (or other social media scheduling platforms and services)
- Interest in digital marketing, social media analytics, and engagement on various platforms
- Experience using Google Docs, Gmail, etc.
- Strong research and communications skills.
- Possess a keen interest and curiosity in policy research and analysis affecting Americans.
- Agreement with and enthusiasm for [Policy Circle Core Values](#).

How to apply

Submit a cover letter and resume to Sara Hill at sjhill@thepolicycircle.org