



The Stoop LLC has the following internship opportunity available:

Social Media Coordinator Intern:

The Stoop LLC is a social media promotion company based in Pittsburgh, Pa. Our mission is to provide a social media promotional platform for Pittsburgh native or based athletes, businesses, creators, and entrepreneurs to increase their brand awareness by developing engaging and targeted content.

The Social Media Coordinator Intern will play a critical role in launching our brand ambassador program, growing and managing our social media platforms, and working with the rest of the team to outreach, develop, and retain clients. Responsibilities listed below may be altered or added to based on the intern's goals.

Responsibilities:

- Outreach, develop, and retain clients interested in our services, specifically for social media promotional campaigns and advertisements
- Assist the Creative Director in launching our brand ambassador program and identifying and recruiting people of interest to join
- Produce and publish a bi-weekly report focusing on analyzing and interpreting each platforms' insights to determine the level of success and impact of personal and client-related content
- Assist the Creative Director, Multimedia Director, and Multimedia Producer Intern with the planning, development, and implementation of our content and our client's promotional posts and advertising campaigns
- Assist the Creative Director and Content Writer Intern with gathering relevant information on clients and their products, services, or professions for social media captions, blog posts, podcast content, etc.
- Collaborate with the Creative Director, Multimedia Producer Intern, and Social Media Coordinator Intern to develop marketing materials for the company and its services

Skills:

- Ability to collaborate with a team and work independently
- Excellence in regards to communication, time management, organization, problem-solving, and attention to detail
- Superior written and verbal communication and interpersonal skills
- Willingness to learn

Qualified candidates should submit a resume and cover letter to mike@thestooppgh.com