



Position Title:	Social Media Intern -DRAFT
Type of Position:	Unpaid intern
Office/Agency:	Rural Parish Clinic of the Archdiocese of St. Louis
Position Reports To:	Community Outreach Coordinator
Commitment	10-15 Hours per week; flexible scheduling

Our Mission:

The Mission of the Rural Parish Clinic is exercised through a robust team of volunteer physicians, dentists, nurses, hygienists, administrators, and small paid staff. Inspired by the mercy and healing of Jesus Christ, the clinic seeks to encounter the whole human person by offering personal and intentional healthcare.

The Rural Parish Clinic serves people in need of primary medical, behavioral, and dental care in rural communities with a mobile medical and dental clinic. The patients served are uninsured, income-qualifying persons (under 200% poverty level) regardless of faith who live in rural Missouri.

Position Summary

The Social Media Intern will support the organization's digital communications strategy by creating engaging content, assisting with social media campaigns, and strengthening our online presence across platforms. This role is ideal for a student or early-career professional interested in marketing, communications, nonprofit work, or digital storytelling.

Key Responsibilities

- Assist with developing and scheduling content for social media platforms (Facebook, Instagram, X/Twitter, LinkedIn, TikTok, etc.)
- Track engagement metrics and help analyze performance to inform future content
- Support the planning and execution of digital campaigns and special initiatives
- Create basic graphics, reels, and short-form videos using tools such as Canva or similar platforms
- Help maintain a content calendar to ensure consistent messaging
- Monitor comments, messages, and audience interactions
- Conduct research on trends, best practices, and relevant topics



- Assist with photography, videography, and event storytelling as needed
- Collaborate with staff to support broader communication efforts, including newsletters and website updates

Qualifications

- A Cor Jesu senior in good standing with anticipated graduation date of May, 2026
- Strong written and verbal communication skills
- Familiarity with major social media platforms and current trends
- Ability to create simple graphics or videos
- Detail-oriented with strong organizational skills
- Creative and reliable, able to work independently

Advanced Skills, not required

- Experience with analytics tools
- Photography or video editing experience
- Knowledge of storytelling for mission-driven organizations
- Understanding of brand voice and visual consistency

What We Offer

- Hands-on experience in digital communications
- Opportunities to build a professional portfolio
- Flexible schedule
- Mentorship and skill development