



## Social Media Intern

### Position Summary

The Social Media Intern is responsible for assisting the Social Media Coordinator with management of rapidly growing social media accounts for a nonprofit organization leading a global conversation on concussions and CTE in sports and the military. The ideal candidate is both creative and detail oriented, able to multitask, eager to learn, and enthusiastic about navigating the social media landscape to best communicate CLF's work to an expanding audience.

**Company:** Concussion Legacy Foundation

**Reporting to:** Social Media Coordinator

**Location:** USA, Remote

**Status:** Intern (unpaid)

### Responsibilities

Under the direction of the Social Media Coordinator, the Social Media intern will have the opportunity to contribute in the following ways:

- Content creation for CLF's social media channels, including (but not limited to) Instagram, X, LinkedIn, TikTok and Facebook
- Content planning and scheduling
- Community management, engagement and responsiveness
- Outreach for, and organization of, user-generated content (UGC)
- Outreach to potential influencers
- Identification and cataloging of high-profile followers for handoff to development team
- Creation of a social media asset library and archive
- Other duties as assigned

### Requirements

- Ability to commit at least 10-15 hours per week (including asynchronous time, if needed)
- Computer and smartphone capable of fulfilling job responsibilities
- Stable high-speed Internet connectivity
- Canva experience preferred, Adobe CC experience a plus

### How to Apply

Please submit a cover letter and resume (including links to social media accounts and/or portfolio) to [ncollazo@concussionfoundation.org](mailto:ncollazo@concussionfoundation.org).

### About the Concussion Legacy Foundation

The Concussion Legacy Foundation is a 501(c)(3) nonprofit organization. It was founded by Robert Cantu, MD, and Chris Nowinski, PhD, to support athletes, veterans and all affected by concussions and CTE; to achieve smarter sports and safer athletes through education and innovation; and to End CTE through prevention and research. CLF's work [has been featured](#) by the New York Times, Rolling Stone, TIME, Sports Illustrated, ESPN, BBC, PBS, HBO Real Sports, and many other news and media outlets. For more information, please visit [ConcussionFoundation.org](http://ConcussionFoundation.org).

At the Concussion Legacy Foundation, we are proud to be an equal opportunity employer. All applicants will be considered based on qualifications, merit and organizational need and without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. CLF is committed to providing employees with a work environment free of discrimination and harassment.