

Eliminate Chaos[®]

More time for life.®

Washington States' Largest Professional Organizing Services Company
~ Eliminate Chaos ~ is seeking a self starter to fill the role of

Social Media Intern

The ideal candidate would be a current Marketing student or recent graduate looking for practical training and experience in the social media field.

Responsibilities

- ✓ Setup and maintain Business FaceBook Page
- ✓ Update and maintain Biznik page; including posting relevant articles and responding to posts
- ✓ Update and maintain LinkedIn account
- ✓ Recommend and build a company presence on additional social media sites
- ✓ Setup Tweetlater account and populate with relevant Tweets
- ✓ Maintain Twitter Account
- ✓ Post previously written articles to article websites
- ✓ Provide training to business owner on maintenance and use of selected sites
- ✓ Setup tweetbeep.com alerts

Skill Requirements

- Extreme attention to detail
- Must be dependable and show up for work at the agreed upon time
- Previous Marketing experience and background a plus
- Ability to solve problems
- Ability to manage time, complete tasks efficiently and multi-task
- Personable, extremely organized and efficient
- Possesses exemplary work ethic, values honesty, integrity and achieving quality work
- Ability to work independently in a small office environment, solve problems and make decisions with minimal supervision
- Ability to come up with a social media strategy
- Proven ability to maintain confidentiality
- Proven experience with Microsoft Outlook, Excel, Word and Windows
- Proven Internet research abilities
- Must not be allergic to cats/dogs

Hours

4-8 per week with a 3 month commitment. Option to work from home, after training, may be considered.

Work Environment

Eliminate Chaos is a family-run, home-based business located in Mill Creek/Snohomish. It is a demanding, fast-paced office that requires an individual with remarkable enthusiasm and a can-do attitude.

Pay & Benefits

As this is an internship, there is no pay; however it may be eligible for college credit. A recommendation letter will be provided at the end of the three-month commitment; provided the responsibilities are completed professionally and accurately.

Please be sure this is acceptable before you apply.

How to Apply

Email your resume and cover letter as a Word or PDF document to humanresources@eliminatechaos.com.

Applicants who do not submit a cover letter with their resume will not be considered.

Please, no phone calls.