

Marketing & Digital Media Intern

The Marketing Intern will strategize, plan, and create a digital marketing campaign for the new academic year that helps to elevate the position and visibility of UCLA Recreation users, programs and facilities. This includes social media, email marketing, and outreach opportunities.

Job Qualifications

Required

- Be at least 18 years of age
- Social Media planning, scheduling, and analytics experience
- Excellent oral and written and communication skills
- Submit to criminal background check
- Experience working in recreation department and/or related field
- Possess effective interpersonal skills and a strong desire to learn
- Be willing to work variable and extended hours
- Be legally allowed to work in the United States

Preferred

- Social media content management system experience
- Adobe Suite (Photoshop, Illustrator, InDesign)
- Photography and basic photo editing experience
- Email management system experience (Constant Contact, Mailchimp, or other)

Job Expectations

- Create annual social media campaigns including determining monthly goals, themes, aesthetic, and video strategies.
- Lead outreach efforts at UCLA New Student Summer Orientations sessions.
- Assist with email marketing efforts reviewing and editing current lists, tags, and email templates.
- Schedule photography for UCLA Recreation programming including but not limited to youth summer camps, lifeguard trainings, and classes.
- Assist in graphic design projects through content updates and/or re-designs.

Pay Rate

Each intern will be paid \$350/biweekly, plus a full University Housing and Dining plan (the housing and meal package is estimated at \$3,800 and is treated as taxable income by the IRS).

Apply and Contact:

To apply, please complete the application found at www.recreation.ucla.edu/summerinternships.

Please direct any questions about this position to Vanessa Mejia at vmejia@recreation.ucla.edu.

