

Digital Community Intern (location flexible)

- Assist Digital Community Manager with weekly and monthly administrative tasks pertaining to monthly editorial calendars.
- Review and make recommendations related to social media trends and best practices for 4word.
- Seek out potential interviewees for the 4word blog that fit within 4word's target audience.
- Should have interest/experience in: marketing, social media, writing/editing, blogging, and email communication.