

Social Media & Content Intern, 402 Social & Omaha Places

About 402 Social

402 Social is an Omaha based social media marketing agency that works with clients all around the Omaha-Metro area. We offer social media management, content creation, and social media consulting for small businesses. We are seeking a Social Media & Content Intern to assist managing client accounts and create content for Omaha Places.

Job Summary

Our summer intern will be responsible for assisting in managing two Instagram & Facebook accounts for our clients, as well as assisting in content creation for Omaha Places. 402 Social has a flexible work schedule with remote and in-office work options in the downtown Omaha area. This role is ~20 hours per week with the potential to turn full time for the right candidate.

Job Responsibilities

- Create Quarterly and Monthly content calendars to plan upcoming client posts
- Visit client's locations to capture content for Instagram and Facebook
- Schedule social media posts
- Coordinate strategic cross promotions on the @omahaplaces Instagram and TikTok accounts
- Run monthly analytics reports for each client to analyze account performance
- Stay up-to-date on social media trends, new platforms and best practices to implement into client strategies
- Shoot photo and video for Omaha Places for a variety of businesses around the Omaha-metro
- Photo & video editing

Job Qualifications- this role is perfect for you if you:

- Are fluent in speaking and writing English
- You live in or around Omaha, NE and have the ability to commute around the city
- You're a college junior, senior or recent graduate
- You're an expert in navigating the Instagram and TikTok apps and know all the features they both offer
- You have strong copywriting skills and can easily switch your tone of voice when writing captions for different clients
- You have a bit of content creation experience and know the basics of lighting, audio, etc
- You have basic video editing experience in TikTok, Instagram Reels or CapCut
- You have experience working in Later and Notion, or are excited to learn these softwares
- You're deadline driven! You can easily manage calendars for multiple clients and ensure all posts are published on time

Compensation & Benefits

- \$15/hour
- Access to Modus coworking space
- Occasional access to free shows, influencer dinners and other events via Omaha Places

To apply, please send your resume to hello@402social.com with the subject line “402 Social Summer Internship.” In the email body, please include the following:

- Examples of Instagram accounts you’ve managed or Reels you’ve created (the more, the better!)
- What’s your current favorite TikTok trend?
- What’s your favorite social media account and why?
- What do you think makes a social media page great?

Applications are due by 5 pm Friday, May 12th. Interviews will be conducted the week of May 22nd and the internship will start June 1st.