



Dene Shepherd
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Take 2 Digital Paid Internship – Social Media Marketing / SEO Intern Job Description

Company Name: Take 2 Digital

Contact Name: Dene Shepherd

Location: East Atlanta – Some remote work OK

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Job Description: Entry-level social media marketing position.

Primary duties include:

- Maintaining client's social networking sites (Facebook, twitter, foursquare, Google+).
- Researching and posting about local sites and events.
- Conducting sweepstakes & giveaways.
- Basic SEO tagging and set-up.
- Monitoring performance and preparing metrics reports using Google analytics & webmaster tools.

Job Requirements: Ability to work remotely, independently.

Communication skills – Able to communicate issues, questions and timelines via skype, IM/gchat. Must be able to represent clients Social Media presence in professional, mature voice.

Previous Experience with Facebook & Twitter required. Experience with Hootsuite, WildFire apps, WordPress, Google Analytics and Webmaster tools helpful but not required.

How to Apply: Contact Dene Shepherd

Rate of Pay: \$10+ per hour depending on experience

of Positions Available: 1 +

Hours: Flexible with a minimum of 5 hours per week for at least 1 semester preferred.