

PAID INTERNSHIP
BBB Serving North Alabama Intern Position Description
Social Media, Marketing & Operations Intern
2024-2025

Better Business Bureau Serving North Alabama is seeking Interns to help create an ethical marketplace where buyers and sellers obtain and maintain mutual trust of each other.

Make a difference in your community by helping the BBB continue being a leader in advancing marketplace trust. We envision an ethical marketplace where buyers and sellers can trust each other. Our mission is to advance marketplace trust by:

- Creating a community of trustworthy businesses
- Setting standards for marketplace trust
- Encouraging and supporting best practices
- Celebrating marketplace role models
- Denouncing substandard marketplace behavior

We exist so consumers and businesses alike have an unbiased source to guide them on matters of trust. We provide educational information and expert advice that is free of charge and easily accessible.

Key Responsibilities

- Assist business relations and operations staff in contacting accredited businesses, updating information in our database, and generating leads.
- Aid marketing staff with creating graphics, social media campaigns, fundraising, and special projects.
- Supports public phone line, send/receive emails, assist with mailing consumer documents.
- Provide administrative support via email, telephone, and other communication channels.

Necessary Skills

- Ability to create social media content
- Proficiency in Graphic Design and Video Editing
- Computer skills including Microsoft Office, Excel, and Outlook
- Ability to work as part individually and as part of a team
- Strong verbal and written communication skills
- Great attention to detail
- Effective time Management
- Interest in non-profit organizations, ethics, marketing, and/or business administration

General Information

- Flexible working hours between 8:00 am and 4:00 pm, Monday through Thursday, and 8:00 am to 12:00 pm on Fridays.
- Internships can be completed for credit at the intern's sponsoring institution.

How to Apply

Please submit a resume, transcript and contact information to Shiree at slgriffin@northalabama.bbb.org or Fax: 256-533-1177. If you have questions, please call 256-348-2513.