

Internship Program (Social Media Coordinator)

The Office of the City Auditor for the City and County of Honolulu is seeking an intern who is either a Junior, Senior, Graduate Student, or recent graduate to assist in creating and managing engaging content for social media platforms.

Interns must be willing to work 12 to 19 hours per week. The intern's work schedule will be flexible around school schedule and will be determined in consultation with the city auditor.

Pay Rate: \$19.13 per hour

Requirements:

- Have a passion for social media and be proficient with major social media platforms;
- Be proficient in Adobe Creative Cloud and Microsoft Office applications;
- Be well-organized and attentive to accuracy and details;
- Have excellent oral and written command of English; and
- Have a strong work ethic and be able to work remotely with minimal supervision.

Responsibilities:

- Develop/manage social media accounts for the Office of the City Auditor;
- Create, edit, and manage engaging written, video, and photo content for publishing across social media platforms (Facebook, Twitter, YouTube, LinkedIn, etc.); and
- Monitor comments and messages on all platforms and coordinate appropriate responses with the city auditor.

Application: (Apply by February 3, 2023)

To apply for the intern position, send an e-mail to ssuzawa@honolulu.gov and include a cover letter and resume, or send a cover letter and resume to:

Ms. Sherri Suzawa
Office of the City Auditor
1001 Kamokila Blvd., Suite 216
Kapolei, HI 96707

For further information, call 808-768-3134.

Only applicants who are contacted for interviews will be asked to provide three academic and/or professional references. References will be contacted, and background checks completed before any offers will be extended.

Applicants have rights under Federal Employment Laws:

EEO: <http://www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf>

FMLA: <http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>