



### **About you:**

You trust the @whenwherewhatustin instagram account like it's gospel and always check a restaurant's geotag before making a reservation. Your writing skills are top notch and you have a strong attention to detail. You are interested in nonprofits and businesses that are making the world a better place. You are also creative and not afraid to suggest a new idea. You enjoy collaboration and are excited to work on a small, innovative and supportive team.

### **About Notley Ventures:**

Notley was founded in 2015 by Dan Graham, founder of BuildASign.com, and his wife, Lisa, as a way to leverage their own business and investing success. Notley's primary activities are managing a diverse private equity portfolio and creating scalable impact through our non-profit arm Notley Fund. Named for the abbey in Oxford, England where they were married, Notley's mission is to fund and support businesses, nonprofits, and programs making positive change and social impact in the world.

### **About the role:**

As a social media intern you will help to be the voice of Notley! You have an in depth knowledge of social platforms (Instagram, Facebook, Twitter and Snapchat) and use them daily yourself. You will also be interacting directly with our followers across many different initiatives.

- Copywriting for social media
- Developing blog content for [Notley](#) and [Center for Social Innovation](#)
- Scheduling social posts using scheduling software
- Video editing for short web clips and video social posts
- Community engagement

### **Requirements:**

- Consistent attention to detail
- Strong writing skills
- Able to analyze metrics and inform strategy
- Experience using Adobe suite (Photoshop, InDesign, Illustrator, Premier Pro)
- Familiar with social scheduling software, we use [Agorapulse](#).
- Familiar with Excel
- Excellent organization and communication skills
- The ability to collaborate cross-functionally and at all levels of the organization using sound judgement and discretion
- Manage multiple priorities simultaneously, and meet deadlines



**Perks:**

- Relaxed and flexible work environment out of our co-working space
- Great location, work environment and incredible team
- We host a lot of events in Austin, this internship is a great way to network and meet inspiring people.

Please contact [madi@notleyventures.com](mailto:madi@notleyventures.com) with your resume and a quick description about yourself. If you have a digital portfolio of graphic design, photography or video examples please send that as well.