



Job Opening – Social Media Intern

Setmore is a software company located in inner SE Portland. Our flagship app, Setmore Appointments, is an appointment scheduling platform that's used by numerous industries, from barber shops to home repair, consulting, and on-site pet grooming (to name a few). We're looking for a witty and empathic individual in the Portland, Oregon area to join our team and be our voice on social media and beyond.

This would be a great opportunity if you're looking to explore or break into the marketing or software industry.

****LGBTQIA+ and/or BIPOC candidates are encouraged to apply.****

Application process:

- Finish reading this job listing.
- Check out Setmore online at <https://www.setmore.com>. Visit our blog and social media channels so you'll know what you're getting yourself into.
- Send us a cover letter and resume that demonstrates you're a good fit for the job. Email all materials in a PDF file to cassandra.koehler@setmore.com
- **Submit your application by January 24, 2020.**

Your job duties:

- Create daily postings on Setmore channels for Facebook, Twitter, LinkedIn, and Instagram.
- Draft bi-weekly reports on social media performance (# of posts, impressions and clicks).
- Assess opportunities on platforms where we have not developed a presence.
- Contribute one post per month to the Setmore product blog, as workload permits.
- Participate in 5-minute daily check-ins with the managing Editor.
- Work with the Editor to promote new feature releases and platform updates as required.
- For one (1x) four-hour period every other week, answer support chats as part of our All-Hands Support initiative (literally everyone does this, even the CEO).
- Measurable goals: higher follower count and engagement overall across all platforms.

Desired qualifications:

- Familiarity with social media platforms in general. Ideally you know Facebook, Twitter, and Instagram already and use them regularly in your personal life. If you're big on Imgur or Pinterest or anything else, that's great too and be sure to mention it.
- The ability to read a room and a sense for what's appropriate and what's not in online social contexts.

- Awareness and empathy for major issues affecting marginalized voices and communities online, and a sensitivity for speaking out tactfully and in a supportive manner.
- A family-friendly sense of humor, and the ability to articulate yourself clearly and concisely.
- We'd like you to showcase your creative side. Are you a writer, artist, musician, photographer, or videographer in your spare time? Bring these skills to the table.
- A college degree is great but not required for this position.

Benefits & compensation:

- **Employment period of 3-6 months.** Opportunity for full time employment will be considered after the period elapses, subject to your performance along with Setmore's business goals and ability to sustain the position.
- **\$12-\$15 per hour** based on experience.
- **Full or part-time employment.** Ideally we're looking for someone interested in a full 40 hours-per-week schedule. If you are only able to work 20 hours or more, part time employment is also acceptable and we'll work with you to set your schedule expectations.
- **Work from home some days!** We ask that you come into the office a few days per week for some quality face time with the team.
- **2.5 hours of dedicated "learning time"** per week on our online learning platform. Pick up a new skill or just watch educational YouTube videos, it's your choice.

More about Setmore:

Setmore is headquartered in Portland, Oregon but has an office in Chennai, India. Many Setmore employees are in India and you'll interface with them over teleconference and chat. Setmore also has a parent company, Full Creative, with a large remote workforce all over the globe. We often share knowledge or creative resources between organizations. It's a bit wonky but it works.