



The Business & Industry Council for Emergency Planning & Preparedness (BICEPP) is a non-profit professional association of emergency management and business continuity professionals from both the private and public sector. Our mission is to provide a forum for information exchange to enhance disaster preparedness and resilience within the Los Angeles and surrounding business communities.

BICEPP is excited to announce an unpaid internship opportunity for a Social Media Specialist. This internship will manage and grow our social media platforms, manage multiple social campaigns, help increase engagement on our social media accounts, present to the BICEPP Board on new ideas in social media marketing for businesses seeking emergency preparedness support. This position will not only support our mission but will offer the intern an excellent opportunity to enhance and add real world skills in social media marketing for emergency preparedness in business.

The candidate must be a highly motivated, self-starter, who is creative and has a firm grasp of the English language and grammar. Experience preferred but not mandated includes Hootsuite usage, Adobe Photoshop, photography, and video editing,

The right intern candidate must have awareness of current best practices and the ability to develop, implement and manage social media marketing plans across multiple platforms including LinkedIn, Twitter, Facebook, and Instagram.

For more information, send an email to [info@BICEPP.org](mailto:info@BICEPP.org).

#### Responsibilities

- The candidate will be responsible for social media planning; namely, developing strategies, implementing them and monitoring our social media pages (Facebook, Twitter and LinkedIn, etc.) to increase brand awareness, event attendance and membership.
- Regular tasks include:
  - Develop marketing plans for each platform
  - Plan, strategize, and set goals for campaigns
  - Present proposed strategies and plans to the BICEPP Board of Directors for input and approval
  - Implement plans
  - Analyze key metrics and adjust strategies as needed
- Internship Length: 6 - 12 Months beginning in June 2022

#### Application Information

- Beginning January 10, interested candidates should submit an intern application at [https://www.bicepp.org/content.aspx?page\\_id=331&club\\_id=771815&item\\_id=23870&actr=3](https://www.bicepp.org/content.aspx?page_id=331&club_id=771815&item_id=23870&actr=3)
- Applications will be accepted until 50 have been received or May 20, whichever occurs first.
- Applications will be reviewed and interviews schedule for the week of June 6.

[info@bicepp.com](mailto:info@bicepp.com)  
[www.bicepp.org](http://www.bicepp.org)