



Social Media Assistant (Contract Position)

Compensation: \$20/hour

Hours: 5-10 hours per week (flexible; ideally 1-2 hours per weekday)

Start Date: As soon as possible

Location: Hybrid (remote work with some on-campus photography)

About Emerson School

Emerson School is an independent K–8 school in Ann Arbor, Michigan, with a legacy of nurturing bright, talented students for over 50 years. We foster curiosity, creativity, and character in a vibrant learning environment, and we tell that story through a strong visual presence across social media.

Position Overview

Emerson School seeks a creative and detail-oriented intern to support its social media presence by editing and publishing content on Facebook, Instagram, and LinkedIn. Working directly with the Director of Marketing & Communications, the intern will help transform raw photos and videos into polished digital content that reflects the energy and excellence of the Emerson community.

This is a contract-based, hourly position with flexible scheduling, ideal for a student or recent graduate in photography, marketing, communications, or digital media. While the role begins at approximately 5 hours per week, there is potential for the position to grow.

Key Responsibilities

- Edit photos and short-form video content for use across Emerson's social channels
- Schedule and publish posts to Instagram, Facebook, and LinkedIn
- Organize and archive media assets
- Collaborate on written captions and post copy
- Capture original content on campus during school hours or events

Qualifications

- Strong skills in photo editing (Lightroom, Photoshop, or mobile editing apps)
- Familiarity with best practices for Instagram, Facebook, and LinkedIn
- Portfolio or samples of past work (social media feeds, photo galleries, etc.)
- Self-directed, organized, and responsive to feedback
- Interest in working with an independent school and telling human-centered stories
- Bonus: Experience filming or editing short-form video (e.g., Reels)

How to Apply

Please send a resume and cover letter explaining why you're interested in the position to Jason Beckerleg, Director of Marketing & Communications, at jbeckerleg@emerson-school.org