

## **Social Media Intern: Central Ohio Plastic Surgery**

Central Ohio Plastic Surgery (COP) was founded by Dr. Jason Lichten. He is the only Board Certified Plastic Surgeon in Fairfield County. We offer a full range of plastic, cosmetic and reconstructive procedures, including Botox, Juvederm and a MedSpa. You can find more information about us on our website at [www.OhioPlastic.com](http://www.OhioPlastic.com).

We are seeking someone to promote our brand and manage our social media presence across multiple platforms.

### **Job Duties and Responsibilities**

Intern will establish, build and maintain a presence on various social media platforms including, Facebook, Instagram, Twitter, LinkedIn and YouTube. Duties will include creating compelling, on-brand content and interacting through comments or other means.

The Intern and COPS will come to an agreement as to which platforms will be managed and monitored closely so that COPS will have maximum results. Experience with Hoot Suite, or other social media management system, is strongly desired.

Intern will meet the following quotas:

- a. A minimum of five (5) 5 posts each week
- b. Ten (10) client interactions through comments or other means

Job will require approximately 10 hours per week including time to post, interact and research trends/create new post ideas.

COPS will meet with the Intern at the conclusion of each 30-day period (in person, by phone, or video chat) to discuss the progress and strategy/needs for the upcoming period. More frequent meetings may be needed at the start of the position.

**Work Location:** In COPS Lancaster office and remote

**Start Date:** ASAP

**Requirements:** Must be 18 years old or older. Would prefer a candidate who can make at least a one-year commitment.

**Compensation:** Internship course credit for Ohio University is available for either Summer or Fall Semesters

### **Knowledge, Skills and Abilities**

- Ability to prioritize and multi-task on a day-to-day basis.
- Dependability
- Strong communication skills, timeliness, attention to detail and critical thinking skills.
- Coachable (accepts constructive feedback, guidance and learning)
- Excellent written and oral communication skills.

**Application Process:** Submit a resume, cover letter, and work availability (office hours are M-F, 9am-5pm) to be considered. Information should be submitted to [Rachel@OhioPlastic.com](mailto:Rachel@OhioPlastic.com) or dropped off at the COP office.

We are an Equal Opportunity, Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to gender, minority status, sexual orientation, gender identity, protected veteran status, status as a qualified individual with a disability or any characteristic protected by law.

Candidates are required to have unrestricted authorization to work in the United States.