



## DANK Haus German American Cultural Center Social Media & Communications Internship

**Application deadline:** rolling basis

**Time Commitment:** 20 hours/week for 3-12 month period

**Please Note:** Many of our events take place on Friday evenings and Saturdays.

**Essential Duties:** The DANK Haus German American Cultural Center is looking for motivated students interested in contributing to the DANK Haus Events & Marketing team. Duties include, but are not limited to:

- Maintain DANK Haus social media channels & website
- Contribute to promotional materials including flyers, brochures, banners, etc.
- Contribute copy and content for DANK Haus communications including social media, newsletters, and blog
- Collect, analyze, and report on social media and website analytics.
- Complete market research and audit of both DANK Haus online presence and competitors
- Conduct audience and user research

### Desired Qualifications:

- Commitment to the DANK Haus German American Cultural Center's mission of preserving and promoting German language and culture.
- Excellent written and verbal communication skills.
- Passion for and/or experience with social media and public relations.
- Graphic design skills, basic knowledge of Canva a plus.
- Strong computer and research skills
- Experience with mass mailing programs like Constant Contact
- Willing, resourceful, positive, and forward-thinking.
- Experience with creating and monitoring social media posts and campaigns (Loomly experience is a plus)
- German language skills are a plus, but are not required.

### How to Apply:

Applications can be submitted to Samantha Turner Lundeen ([samantha@dankhaus.com](mailto:samantha@dankhaus.com)). Please include a resume and cover letter. In your letter, please address why you are interested in an event planning internship with the DANK Haus and any relevant previous experience.

### Location:

The DANK Haus is located at 4740 N Western Ave, Chicago IL 60625, just a half-block from the Western Brown-Line station at Lincoln Square.