Social Media Intern

FAQ’s

We value your time as an applicant and have created this document to help answer any questions you may have about the role or Swipe Out Hunger!

THE BASICS

Where is this job located?

Swipe Out Hunger is a fully remote organization with staff located across the United States. The Director of Communications Janelle Raymundo, the supervisor for the Social Media Intern role, is located in Seattle, WA. A few times throughout the year (team retreats, conferences, in-person meetings), staff will be asked to travel.

What is the start date?

Goal start date is January 29, 2024 and the internship will end after 6 months. (Start and end dates are flexible depending on the exact date of hire.)

What is the salary range for this role?

The Social Media Intern will work 10-15 hours per week with an hourly wage of $20/hour.

What are the typical working hours?

Staff generally work between 9am-5pm according to their time zone with the understanding that occasionally a meeting may start before or end after a typical work day. We appreciate the flexibility of the remote work space and encourage folks to find a cadence that supports their lifestyle.

Student interns work with their supervisor to determine a schedule around their academic schedule and responsibilities, which may fall outside of the typical 9am-5pm working hours of staff.
What is the culture of Swipe Out Hunger?

Swipe Out Hunger aims to be a human-first workplace. We are a mighty and growing team who over the past year has scaled college and university partnerships from 150 campuses to 750+. We are intentional about how we carry out our work, and balance the inherent need our partners face to support students’ basic needs. As a deeply committed team, we are serious and professional about our programmatic operations and how we interact in the workplace, and at the same time don’t take ourselves too seriously. We care deeply about one another, celebrate wins together as a team, and center our mission and students everyday. Additionally, we are constantly understanding how to continue supporting staff and their well-being.

What does the timeline look like?

| Part 1: Application and TikTok Video | The hiring manager will review submitted applications including a TikTok video created by the candidate. |
| Part 2: Virtual Interviews via Zoom with Hiring Manager | Virtual interviews will be with the hiring manager and members of the Communications Department. We will share specific details as the interview day approaches. |
| Part 3: Reference Checks, Offer Extended | Swipe Out Hunger will ask for 2-3 references per finalist. We encourage finalists to ask more questions about working at Swipe Out Hunger. |

THE ROLE
Who does the Social Media Intern report to?

You will report to Janelle Raymundo (she/her), Director of Communications in the Communications Department at Swipe Out Hunger.

What are the values of the Swipe Out Hunger team?

- **We center our campus communities.** We are stronger when our campus partners have what they need to thrive. In our role, we convene, put students first, invite people and community in. We make space for anyone interested in supporting students’ basic needs...yes, you can sit with us.
- **We take risks and default towards action.** Our curiosity outweighs our personal and professional fears. We show up every day knowing we must test, listen, learn, provoke in order to best serve. Through this, we remain strategically advantageous, finding opportunities to have outsized impact.
- **We welcome vulnerability.** We embrace and make space for vulnerability as a pathway to authentic connection, joy, and trust. We voice fears, concerns, dreams and hopes and in doing so, we deepen our trust within one another. This means we can ask tough questions and truly kick the tires on our programs, leading to work that is cutting edge, effective and inclusive.
- **We plan, communicate, and live with integrity.** Our communication is clear, direct, and mission centered. We remind each other that change is constant, so we must be like water. Just like our programs which evolve each year, we are adaptive. Our work place of integrity is possible because we trust each other.

What are the mission, vision and values of the Communications Department?

- **Mission:** To align, increase, and strengthen the visibility of Swipe Out Hunger’s mission internally, across departments, and externally with key audiences.
- **Vision:** Swipe Out Hunger is viewed as a leader, expert, and key collaborator in the college basic needs landscape nationally across audiences and stakeholders.
- **Values:** Consistency, Transparency, Creativity, Inclusivity, Adaptability

What does success look like in this role at the end of the internship at Swipe Out Hunger?

- Ability to clearly communicate the problem of college student hunger to a variety of audiences through digital communication platforms.
- Fully understand and integrate with the operations and role of the Communications Department.
- Build collaborative relationships with the Communications Department and the Swipe Out Hunger team.
- Enhance design and social media skills by creating compelling and mission-driven content and creative assets for Swipe Out Hunger’s social media platforms.
- Develop data analysis skills by creating a final report on Swipe Out Hunger’s social media performance, and offer recommendations.

Why is this an opportune time to join Swipe Out Hunger?
With the acquisition of CUFBA (College and University Food Bank Alliance) in 2021, Swipe Out Hunger is scaling its operations and has the opportunity to continue to deeply engage colleges and universities with their anti-hunger and basic needs programming. Additionally, as an advocacy leader through the Hunger Free Campus bill, we address the issue from a multitude of perspectives and entry points. The team is growing as well as the organizational impact.

**What may be some challenges that arise?**

- Our work is rapidly expanding and therefore we as a team remain nimble and embrace change.
- We are in a remote environment and have to be intentional about engaging with one another and our staff. This takes effort, supportive structures, and a willingness to lean into a new remote working environment.

**What is it like working with Janelle Raymundo?**

Janelle joined Swipe Out Hunger in February 2022. Prior to joining the team, Janelle worked in marketing and communications at the University of Vermont and Rutgers University, focusing on engaging college students through social media and digital platforms. She practices clear, consistent, and open communication with her team, and values thoughtful and supportive partnerships as a leader. Janelle believes in creating a space for creativity and collaboration for her department, including uplifting her team's development and well-being at work.

**What is Swipe Out Hunger doing to further Justice, Equity, Diversity, and Inclusion (JEDI) at the organization?**

Swipe Out Hunger is committed to understanding and implementing a JEDI lens and framework to its internal and external operations. We recently underwent organization-wide exercises to identify where the organization has opportunities for greater equity and inclusion. Additionally, as a nonprofit whose mission is to address food insecurity, we recognize that historically marginalized folks experience food insecurity at higher rates and are constantly using human centered design to carry out programming, communications, and fundraising that uplifts those we work with on a daily basis. Our work in JEDI is a long-term process and we are looking for team members open to learning and unlearning alongside each of us.

**Is the application process confidential?**

Yes, your application will be reviewed by a few folks at the organization and will be part of a completely confidential process. Please reach out to swipeouthungercareers@swipehunger.org with any questions.

**Is it possible to speak with someone at Swipe Out Hunger about the role?**

To uphold equity in the process we are not speaking with any applicants outside of the formal application process. Please reach out to swipeouthungercareers@swipehunger.org with any questions.