OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	Social Media Intern
Organization Name	Sophos Law Firm, PLLC
Address	4444 Woodland park Ave., N. suite 211 Seattle, WA 98103
Pay Rate	$10.00 - $10.00
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Michael Meints
Phone Number	206-708-1058
Email Address	michael@sophoslaw.com
Website	http://www.sophoslaw.com
EIN	20-8333105

Nature of Organization
Sophos Law Firm, PLLC is a small firm that focuses on serving entrepreneurs, startups, and emerging growth companies.
Duties and Responsibilities
Sophos Law is seeking a highly creative and entrepreneurial social media leader to join our team. If you are passionate about new technology and startups, this position may be a great fit. The successful candidate will direct and manage the social media presence of Sophos Law. This position is limited part time (5-6 hours per week), perfect as supplemental work. Initially, tasks will include updates of the Sophos Law Facebook and Twitter accounts based on direction from the firm and possible implementation and maintenance of a Sophos Law blog, all of which can be done remotely. Regular status meetings will be necessary, but may be completed by telephone. Further work may include developing reports to evaluate the tools used.
Minimum Qualifications
1. High attention to detail and proven ability to manage multiple, competing priorities simultaneously. 2. Ability to think strategically and execute methodically. 3. Knowledge of the different tools and methods of social media, including Facebook, Twitter, and Wordpress.
Educational Benefits

This position will provide a student with hands on experience in building and managing a social media presence and marketing for a small business. The position will also provide the student with an opportunity to build expertise in different social media platforms and the respective participants. More generally, the position will provide students with an opportunity to develop project management and organizational skills.
How to Apply
Please send a resume and cover letter to Michael Meints at michael@sophoslaw.com.

Job Number: 40SOPH01 | State 40% | Open