**Coast Guard Mutual Assistance**

**Social Media and Video Editing Intern**

**Job Title:** Social Media and Video Editing Intern  
**Organization:** Coast Guard Mutual Assistance (CGMA)  
**Location:** Arlington VA, hybrid/remote position negotiable  
**Type:** Part-Time, Internship  
**Duration:** February-May (4 months)  
**Schedule:** 10-15 Hours per week  
**Compensation:** Unpaid

**About CGMA**

Coast Guard Mutual Assistance (CGMA) is a non-profit organization dedicated to supporting the U.S. Coast Guard community. We provide financial assistance and services to improve the lives of Coast Guard members and their families. Join our team and make an impact by connecting with our community through social media and storytelling.

**Position Overview**

We are seeking a creative and driven Social Media Intern to assist with creating a suite of sharable videos for social media. They may assist with planning, creating, and managing content across CGMA’s social media platforms. The intern will collaborate with the Communications team to amplify our message, engage with our audience, and enhance CGMA’s online presence.

**Key Responsibilities**

* Assist in creating video content that align with CGMA’s brand guidelines.
* Edit video assets for use in social media.
* Plan, and edit video content, including promotional materials, testimonials, and event recaps.
* Create graphics, animations, and multimedia assets that align with CGMA’s brand guidelines
* Schedule and publish posts using social media management tools.
* Monitor and respond to comments, messages, and inquiries on social media platforms to foster community engagement.
* Analyze social media performance metrics and prepare reports to evaluate the effectiveness of campaigns and content.
* Research and implement social media trends, best practices, and innovative strategies to enhance CGMA’s online presence.
* Collaborate with the team on marketing campaigns, event promotions, and storytelling initiatives to highlight CGMA's mission and impact.
* Ensure all content aligns with CGMA’s mission, vision, and values.

**Qualifications**

* Currently pursuing or recently completed a degree in Communications, Marketing, Digital Media, Film Production, or a related field.
* Proficiency in video editing software (e.g., Adobe Premiere Pro, Final Cut Pro, or DaVinci Resolve). Familiarity with the Coast Guard mission and CGMA.
* Familiarity with social media platforms, trends, and tools (e.g., Canva, Hootsuite, Captcha).
* Strong written and verbal communication skills with an eye for detail.
* Experience in video editing is a requirement.
* Ability to work independently and collaboratively in a team setting.
* Passion for storytelling and engaging with diverse audiences.
* Commitment to upholding CGMA’s mission of supporting the Coast Guard community.

**What You’ll Gain**

* Hands-on experience in social media strategy and content creation.
* Exposure to non-profit communications and marketing practices.
* Opportunity to build a portfolio of work demonstrating your skills in digital media.
* Networking opportunities with professionals in the Coast Guard community and non-profit world.
* A chance to make a meaningful impact on the lives of Coast Guard members and their families.

**How to Apply**

Submit your resume, a brief cover letter, and examples of relevant work (e.g., social media posts, designs, or short writing samples) to [media@mycgma.org](mailto:media@mycgma.org) Please use “Social Media Video Editing Intern Application – [Your Name]” as the subject line.

Application Deadline: January 20th, 2025

Join us at CGMA to develop your skills while contributing to a mission that matters!