



Social Media and Marketing Intern

Goals of Internship

Ramsey County Historical Society (RCHS) is seeking a motivated and creative Social Media and Marketing Intern to support public programs and expand digital engagement. This role offers hands-on experience in marketing strategy, content creation, and elements of event production within a dynamic nonprofit environment.

- The intern will contribute to both virtual and in-person programming while developing professional skills in social media management, storytelling, and audience engagement. Internship period: May 2026- September 2026
- Internship requires availability for (up to) 6 hours/week and will require working in the RCHS office as well as some remote work. Most hours will occur during working hours Monday-Friday, 9 am-5 pm, in conjunction with some occasional evening hours for events. Weekend hours may also be assigned as needed and would be communicated prior to assignment.
- Hours: Up to 6 hours/week
- Schedule: Primarily weekdays (Monday–Friday, 9:00 AM–5:00 PM), with occasional evenings and weekends for events (advance notice provided)
- Location: Hybrid (on-site at RCHS office in St. Paul + remote work)
- Compensation: This internship is unpaid
- Reports to: Vice President

Responsibilities

Social Media/Marketing and Communications

- Work in collaboration with Vice President and/or Events and Marketing Manager on a social media calendar and content calendar to generate content for all social media platforms that RCHS utilizes
- Collaborate with RCHS staff on content generation and creation
- Assist in drafting and monitoring social media accounts (Facebook, Instagram, TikTok, YouTube, etc.)
- Assist in creating content for monthly RCHS newsletter
- Attend events as assigned to gather content for social media

Minimum qualifications:

- Currently enrolled in (or recent graduate of) an undergraduate or graduate program in communications, marketing, or a related field—or seeking hands-on marketing experience

- Understanding of basic social media analytic measurements
- Understanding of basic virtual platforms for event hosting, i.e. Zoom, Microsoft Teams, etc.
- Excellent verbal and written communication skills
- Responsive
- Ability to handle a flexible work schedule based on workload
- Excellent writing skills
- Experience with social media platforms
- Good time management
- Critical thinking skills
- Self-starter

Desired Qualifications:

- Experience with design software; Adobe Suite, Canva, etc.
- Photography experience

By the end of the internship, the intern will:

- Gain experience managing social media for a nonprofit organization
- Develop skills in content creation, scheduling, and analytics
- Learn best practices for promoting public programs and events
- Build a portfolio of marketing and digital media work
- Gain exposure to museum/historical organization operations

These projects will primarily be completed remotely and at 323 Landmark Center, 75 W. 5th St. St. Paul, Minnesota, 55102, 651-222-0701

Confidentiality Agreement

Respecting the privacy of our clients, donors, members, staff, volunteers and of the Ramsey County Historical Society itself is a basic value of RCHS. Personal information, financial information, and organizational plans that are not yet public is confidential and should not be disclosed or discussed with anyone outside of the organization. Employees, volunteers, and board members of RCHS may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of RCHS that such information must be kept confidential both during and after employment or volunteer service. Staff and volunteers, including board members, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service. Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

Diversity, Equity, Accessibility, & Inclusion

RCHS is committed to ensuring it preserves and presents our county's history. As we continue our work to incorporate more culturally diverse histories, we have made a commitment to diversity, equity, accessibility, and inclusion that is based on this core

idea: RCHS exists serve ALL who call Ramsey County home. To learn more, please see [RCHS DEAI Statement](#).

Acknowledging this Sacred Dakota Land

Mnisóta Makhóche, the land where the waters are so clear they reflect the clouds, extends beyond the modern borders of Minnesota and is the ancestral and contemporary homeland of the Dakhóta (Dakota) people. It is also home to the Anishinaabe and other Indigenous peoples, all who make up a vibrant community in Mnisóta Makhóche. The Ramsey County Historical Society acknowledges that its sites are located on and benefit from these sacred Dakota lands.

RCHS is committed to preserving our past, informing our present, and inspiring our future. Part of doing so is acknowledging the painful history and current challenges facing the Dakota people just as we celebrate the contributions of Dakota and other Indigenous peoples.

Find our full Land Acknowledgment Statement on our website, [RCHS Land Statement](#). This full statement includes actionable ways in which Ramsey County Historical Society pledges to honor the Dakota and other Indigenous peoples of Mnisóta Makhóche

To Apply: Send a cover letter explaining why you would like to work with Ramsey County Historical Society, a recent resume with a portfolio or examples of social media/content work, and two references to Youa Vang at youa@rchs.com. Bonus: Include three people from history you would have dinner with and why. This position is open until June 1, 2026, 5:00 PM.