



phoofolo

All things dog

Media Assistant (Remote)

Research & Media Intern position at Phoofolo - a new, soon-to-be-launched environmentally conscious dog services social media company like you've never seen before. Intern to Perm potential. Creative and inspiring environment.

Responsibilities

- Research and enter new and updated service provider and vendor information and maintain Phoofolo database
- Participate in collaborative brainstorming team Zoom meetings
- E-mail, text, DM or call service providers & vendors to verify information when necessary
- Interface with other dog related social media enterprises
- Write robust, brief descriptions of each service provider and vendor
- Verify service provider and vendor entered data by reviewing, correcting or deleting
- Purge files to eliminate duplication of data
- Create weekly and monthly editorial calendars to promote Phoofolo on various social media websites, update calendar meetings for the team
- Have fun!

Qualifications

- College experience (gap year included)
- Interest or knowledge of the pet space
- Excel, research & communication skills
- Knowledge of social media landscape
- Solid organizational skills
- Visual & graphic strengths a plus

Compensation

- Industry experience/Intern

Industry

- Technology start-up in services industry

Contact:

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