



Creating New Worlds for Children and Adults with Deafness, Hearing and Vision Loss

Job Description

Position Title:	Social Media Intern
Location:	Hybrid, with some work remotely and some in person at Holley Family Village (Brooklyn, MI) or Holley Institute (Detroit, MI) offices.
Duration:	January-May 2026 (possibility to extend through summer)
Hours:	Flexible, approximately 5–10 hours per week (to be determined with supervisor and in line with academic requirements).
Internship Summary:	The Holley Family Village (Brooklyn, MI) and the Holley Institute (Detroit, MI) offer an unpaid social media internship for students or recent graduates interested in gaining hands-on experience in nonprofit communications. The intern will assist in managing the organization’s social media presence, including Facebook, Instagram, and LinkedIn, and contribute to digital engagement strategies for programs serving deaf, deaf-blind, and hard-of-hearing children and families. Important: This is an educational internship. No compensation, benefits, or guarantee of employment is offered.
Learning Objectives:	• The internship is designed to provide the intern with professional skills and knowledge, including: • Managing social media accounts for a nonprofit organization. • Creating content calendars and drafting posts. • Learning about social media analytics and engagement metrics. • Understanding nonprofit communications and marketing strategies. • Gaining professional experience in a supportive, supervised environment.
Supervision and Mentorship:	• The intern will report to the Communications Director (or designee) and receive guidance, mentorship, and

	feedback throughout the internship. • Tasks will be designed to ensure educational value. • The intern will not displace paid employees or perform work that substitutes for essential staff roles.
Legal and Compliance Notes:	• The internship complies with federal and Michigan laws regarding unpaid internships. • The primary beneficiary of this internship is the intern, as the internship is structured to provide educational value and career development. • Interns must be 18 years or older. • No salary, wages, or benefits are provided. • No promise or expectation of employment at the conclusion of the internship.
Confidentiality:	The intern may have access to confidential information. The intern agrees to maintain confidentiality and not disclose any sensitive information obtained during the internship.
Termination:	• Either the intern or the organization may terminate the internship at any time with reasonable notice. • The organization reserves the right to terminate the internship immediately for misconduct or violation of organizational policies.
Apply:	If interested, please send your resume to theholleyinstitute@gmail.com with the subject line Social Media Internship.

Employment Application

Instructions for Applicants

Please complete all sections of this application. Incomplete applications may not be considered.
You may attach a résumé and cover letter if available.

Submit completed applications by:

- **Email:** theholleyinstitute@gmail.com
- **Mail or Deliver:**
Henry Ford St. John Hospital
The Holley Institute, Suite 223
22151 Moross Road
Detroit, MI 48236-2172

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____

Position Applied for: _____

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? _____

Have you ever been convicted of a felony? YES ☐ NO ☐

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Certificate/
Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
 ☐ ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
 ☐ ☐

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Holley Family Village, Inc. is an equal opportunity employer. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, or any other protected status.