



Position Title: Social Media Intern (Bilingual Chinese and English)

Location: Remote

Position Type: Part-Time Internship

Duration: 3 Months (Starting immediately)

Compensation: Unpaid with future opportunity for employment

About Us

Wen Future Capital Management is a dynamic hedge fund management company. Our core mission is to strategically manage a pool of capital—sourced from high-net-worth individuals and institutional investors—to generate exceptional returns. Our expertise involves smart investment decisions, managing financial risk, and continuously monitoring the performance of our portfolios to ensure sustainable growth.

Job Overview

We are seeking a creative and motivated bilingual (Chinese & English) Social Media Intern to assist in developing and executing social media campaigns, managing our brand's online presence, and creating engaging marketing materials. This role is ideal for someone passionate about digital marketing, content creation, and social media trends. You will work independently to enhance brand awareness, engage with our audience, and drive campaign performance.

Key Responsibilities

1. Social Media Campaign Creation & Execution

- Assist in brainstorming, planning, and executing social media campaigns.

- Develop content calendars aligned with marketing goals.
- Research industry trends and competitor strategies to optimize campaigns.
- Track and report on campaign performance using analytics tools.

2. Social Media Account Management

- Schedule and publish posts across platforms (Instagram, Facebook, LinkedIn, Twitter/X, TikTok, etc.).
- Engage with followers by responding to comments, messages, and mentions.
- Monitor brand mentions and participate in relevant online conversations.
- Collaborate with influencers and brand advocates for partnerships.

3. Content & Marketing Material Creation

- Design graphics, videos, and other visual content using tools like Canva, Adobe Creative Suite, or CapCut.
- Write compelling captions, blog posts, and ad copy.
- Assist in creating email marketing materials and newsletters.
- Ensure brand consistency in all content.

4. Analytics & Reporting

- Track KPIs (engagement, reach, conversions, etc.) and provide insights.
- Generate monthly reports on social media performance.
- Suggest improvements based on data analysis.

5. Community & Trend Engagement

- Identify and leverage trending topics, hashtags, and challenges.
- Foster relationships with online communities and brand advocates.
- Stay updated on platform algorithm changes and best practices.

Experience & Qualifications

Required:

- Currently pursuing or recently completed a degree in Marketing, Communications, Digital Media, or a related field.
- Familiarity with major social media platforms (Instagram, TikTok, LinkedIn, Facebook, Twitter/X).
- Basic graphic design skills (Canva, Adobe Photoshop, or similar).
- Strong writing and communication skills.
- Ability to multitask and meet deadlines.

Preferred (but not required):

- Previous internship or personal experience managing social media accounts.
 - Knowledge of SEO, email marketing, or paid social ads.
 - Experience with analytics tools (Google Analytics, Meta Business Suite, etc.).
 - Video editing skills (CapCut, Premiere Pro, Davinci, etc.).
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Soft Skills & Attributes

- Bilingual in English and Chinese.
 - Creative thinker with an eye for design and storytelling.
 - Highly organized with strong attention to detail.
 - Self-starter who can work independently and collaboratively.
 - Adaptable to fast-changing social media trends.
 - Positive attitude and willingness to learn.
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Learning Opportunities & Perks

- Hands-on experience in social media strategy and digital marketing.
- Gain experience working in the financial industry.
- Opportunity to build a portfolio with real campaign results.
- flexible hours
- After 3 month opportunity to join the company.

How to Apply

Interested candidates should submit:

- Resume
- Portfolio or examples of previous social media/content work
- Brief cover letter explaining why you're a good fit

Deadline: Starting date as soon as available

Contact Information

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