

COMMUNICATION & SOCIAL MEDIA INTERN

We are seeking an exceptional intern who possesses outstanding writing and verbal communication skills, coupled with a meticulous attention to detail. The ideal candidate should also demonstrate proficiency in utilizing social media management tools and analytics platforms. Moreover, we value individuals with a keen sense of creativity and the ability to think innovatively, enabling them to craft captivating content. Additionally, strong organizational abilities and the capacity to handle multiple tasks concurrently are essential traits we seek in our candidates.

Responsibility:

- Assist in creating engaging and informative content for various communication channels, including blog posts, social media posts, newsletters, and press releases.
- Collaborate with team members to ensure accuracy, consistency, and adherence to brand guidelines in all written materials.
- Conduct research on relevant topics and industry trends to develop compelling and well-researched content.
- Assist in drafting press releases, media advisories, and other communication materials for public relations efforts.
- Monitoring social media trends, analyzing data, and providing insights to optimize our digital strategies.
- Collaborating with cross-functional teams to ensure consistent messaging and brand voice.
- Supporting the management of our online communities and fostering meaningful interactions with our audience.
- Conducting research on emerging trends and best practices in communications and social media.
- Support the management of social media accounts by drafting and scheduling posts, responding to comments and messages, and monitoring engagement.

Qualifications:

- Currently pursuing a degree in communications, marketing, journalism, or a related field.
- Strong written and verbal communication skills.
- Proficiency in content creation and storytelling.
- Familiarity with various social media platforms and their management tools.
- Basic understanding of public relations principles and practices.
- Ability to conduct research and synthesize information effectively.
- Detail-oriented with excellent organizational and time management skills.
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint).
- Familiarity with graphic design and video editing software is a plus.
- Ability to work independently and collaboratively in a team environment.

This is a 3 month internship position with the possibility of extension. The internship is a paid opportunity. We encourage candidates who are passionate about communication, eager to learn, and have a creative mindset to apply.

We will contact shortlisted candidates for interviews.
