

## **NaTakallam Social Media Intern - Summer 2019**

Full time	25-30 hours/week
Location:	Remote
Reporting to:	Social Media/Marketing Officer
Start date:	ASAP



### **Description:**

The main purpose of the position is to assist NaTakallam's Social media/Marketing officer in her daily tasks. The ideal applicant will possess strong knowledge of the digital media landscape, including various social media sites. The successful candidate will be responsible for contributing to website redesign projects, monitoring and posting on blogs and social networks, engaging in online forums, and more as relevant. Those looking to gain valuable online media experience with an established social enterprise are encouraged to apply.

### **Core responsibilities:**

The intern's task may vary but the core responsibilities would include:

- Work with the wider Communications team to create and implement campaigns
- Develop content calendars on a weekly and monthly basis
- Monitor analytics with social media team to identify viable ideas
- Create engaging blog and social media content
- Assist in the general distribution of press releases and media alerts
- Provide support to our team at live and online events

### **Required Skills/Experience:**

- Excellent writing skills, notably when it comes to social media posts
- Excellent research skills to research content in line with NaTakallam's social media guidelines/communications
- Globally curious/oriented mindset
- Basic knowledge of Photoshop
- Ability to pick up/discover new scheduling and planning technologies and applications to facilitate scheduling and pairing process
- Self-motivated and ability to work independently in a fast paced and non-traditionally structured environment
- Organized, highly attentive to detail
- Commitment to the mission of NaTakallam

**Desired Skills:**

- Bachelor's degree
- Ease/experience working abroad and remotely
- Research experience/customer service a plus
- Interest in area of social entrepreneurship
- Francophone

Please respond by filling out this [Social Media/Marketing Internship Application form](#).

If you have any questions, please contact [tara.gerashi@natakallam.com](mailto:tara.gerashi@natakallam.com).

Applications will be accepted on a rolling basis.