

MEDIA & COMMUNICATIONS

Part-Time Intern

Department: Media & Communications
Location: Remote
FLSA Status: N/A

Travel: 0%
Reports To: Director of Media & Communications
Version Date: August 2019

Summary:

We are searching for a talented and professional intern to assist our Director of Media & Communications with social media, content calendar management and administrative task. This position requires an individual who is driven, willing to learn and works well with a team.

Job Duties and Responsibilities:

Content Management:

- Create with media team content strategy/calendar
- Manage our Pulse content
- Organization/management of user generated content (UGC)
- Organizing/managing content from Passages content creators (video, graphic, photo etc.)
- Coordinating with alumni and staff to develop/edit content
- Make changes to InDesign files for content and website purposes.
- Assist with various department administrative duties

Social Media

- Scheduling and maintaining social campaigns and content calendar
- Consistent engagement with community on social media (Comments and DMs)
- Identifying and leveraging influencers
- R&D on innovative ideas for engagement and growth

Expectations:

- 20 hours a week
- Weekly/bi-weekly zoom calls with Rachael for updates and questions
- Growth in audience/followers

- Growth and maintenance of engagement rates
- Execution of content and social media strategy

Requirements:

- Proficient in social media management and platforms
- Proficient in Adobe Creative Cloud Suite
- Audio editing experience for our podcast
- Creative, initiating and intuitive understating of social media storytelling
- Warm energetic on camera personality
- Reliable computer, smartphone and internet connection
- Able to travel occasionally
- Able to work well remotely and run with a vision

To apply please submit your resume and cover letter to rachael@passagesisrael.org.

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