



## *Professional Internship Program*

### - Internship Communications & Social media –

In direct supervision of the Executive Director, the Communications & Social media intern will be responsible for planning, executing and analyzing the results of the organization communication strategy, according to established goals.

#### Specific responsibilities and tasks:

- Support the Executive Director with initiatives in the communication strategy.
- Updating current content of communication and marketing materials on the website and social networks of the organization.
- Analyze the results of communication strategies within each of the channels used and report to the Executive Director.
- Jointly plan with the Executive Director and the communications team for coherent communication strategies in all broadcast channels and set mid- and short-term goals to carry them out.
- Perform assigned office and administrative tasks.
- Manage records and generate reports of the volunteer program, as well as analysis and operational needs.
- Assist with communication in both English and Spanish.
- Provide support to the team in the execution of the activities in the volunteer program , such as initial training, program events, VEpalooza, fundraising events, awareness campaigns, etc.
- Help maintain the cleanliness and organization of the office.
- Collaborate and help other teams and volunteers, supporting them in the current and specific needs that may appear.
- Promote strong relationships with volunteers and other members in our community.

## Qualifications:

- Educational background (or equivalent experience) in Marketing and Communications, Social Networks.
- Excellent verbal communication skills and active listening skills (good level of English).
- Experience in leadership and management.
- Professional, reliable and work driven with a competitive spirit.
- Solid interpersonal and intercultural skills.
- Ability to work independently with little or no supervision.
- Excellent skills in organization, communication and critical thinking.
- Strong oral and written communication skills in both English and Spanish.
- Enthusiasm and passion for VE Global's work.
- Good knowledge in Office, Wordpress, GoogleApps, Salesforce (or other database management programs / CRM), Asana and other computational skills (HTML experience is an advantage)
- Knowledge in Wordpress, newsletter platforms, and management of various social networks.
- Knowledge in Google Adwords and Google analytics desirable.

## How to apply:

Intern positions are limited and competitive. Applications will be received on a rolling basis, with positions being filled as needed and when available. Please submit cover letter and resume (.doc or .pdf) through VE Global's online intern application at: <http://vegloab.org/about-us/internships/intern-application>. Applications may be shared internally with VE Global Staff for review, and interviews will be scheduled with selected applicants.