



Professional Internship Program

– Internship Video & Multimedia –

In direct supervision of the Executive Director, the Video & Multimedia intern will design and execute video and media material with the objective of efficiently communicating the messages of the organization through its website, social media and other channels, both in Chile and international.

Specific responsibilities and tasks:

- Support the Executive Director with marketing and multimedia communication initiatives, publish in various online and offline media.
- Updating and creating content in areas of communication, marketing, fundraising and recruitment of national and international volunteers.
- Analyse the current situation by identifying the most urgent needs, priority objectives and generate a consistent work plan.
- 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.
- 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 Multimedia and Video, Marketing and Communications, or related fields.
- Excellent verbal communication skills and active listening (preferably good English).

- Experience in leadership and management.
- Professional, reliable and work driven with a competitive spirit.
- Strong teamwork and interpersonal skills especially in multicultural teams.
- 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 of Office, Wordpress, GoogleApps, Salesforce (or other database management programs / CRM), Asana and other computational skills (HTML experience is an advantage)

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.