Intern - Social Media WFMD

Job Title: Social Media Intern
Location: Remote
Schedule: minimum 10 hours per week
Supervision:
  ● Reports to Viviana Alvarado Pacheco
Role:
  ● Your main job will be to create, publish and promote events and campaigns for The Women’s Fund and community partners through all social media platforms: Instagram, Facebook, Linkedin, and Twitter.
Responsibilities:
  ● Attend weekly social media planning meetings: during these meetings you’ll be expected to introduce upcoming national holidays/upcoming events and scheduling posts.
  ● Create posts, stories, fleets and tweets all in line with The Women’s Fund branding
  ● Create captions for every post
  ● Follow and tag partners, sponsors, board members and speakers to their respective posts
  ● Analyse posts and content on social media platforms to see which perform better
  ● Regular and clear communication with the supervisor about posts and communications through social media.
  ● Remain up to date with direct messages, tagged posts and comments on all social media platforms
  ● Create and update Eventbrite for Impact Collaboratives and other events
  ● Keep Campsite.bio links and images up to date
Required Skills/ Experience:
  ● Creating post that align with the Women’s Fund’s branding
  ● Computer skills: Google documents, Google Drive, Canva, Campsite.bio, Hootsuite, Adobe (or any graphic design platform), Instagram, Twitter, Facebook, Linkedin, and Eventbrite
• Effective verbal, written and interpersonal communication skills; ability to communicate clearly with the team.

• Proper scheduling and time management