

SOCIAL AND DIGITAL MEDIA INTERN

ICDO is looking for a creative, responsible, and team-spirit person to join our media and communications team. We at ICDO believe that this is a perfect opportunity to excel in your media and communications skills and contribute to society through ICDO's mission of safeguarding diversity and giving a platform to marginalized and underrepresented communities around the world.

DUTIES AND RESPONSIBILITIES:

- Assisting in the creation and daily management of social media calendar (Facebook, Instagram, Youtube, Twitter, LinkedIn, Google)
 - Writing engaging posts, ensuring regular updates, engagement and choosing multimedia
 - Track social media engagement and write weekly reports in order to identify high-performing ideas and campaigns for scalability
- Actively involved in the creation of social media campaigns
 - Assist in planning, creating, tracking engagement
 - Write a report after the campaign is over
- Working on and supporting live and online events and ICDO's projects

COMPETENCIES:

Core values and competencies:

- Honesty and Open Communication
- Awareness and Sensitivity Regarding Diversity Issues and Human Rights
- Leading by Example

Functional Competencies:

- Good communication and writing skills
- Knowledge in Adobe programs (Rush, Premiere Pro and Photoshop), Final Cut, and WordPress is highly recommended, but not necessary
- Demonstrate interest in Content Creation, Online Communications, Media Production, or other related fields
- Ability to work well both independently and as part of a team
- Comfortable working in a fast-paced environment juggling multiple projects at the same time
- Teamwork

Education:

- Must be working towards, or have already obtained, a Bachelor's or Master's degree from an accredited institution

Language:

- English is the working language of ICDO.
- Knowledge of German and/or Spanish is highly encouraged but not required.

WHAT WE OFFER:

- Exposure to the international team and projects
- Opportunity to improve upon your current skillset in the fields of media and communications, public relations, and digital marketing
- Opportunity to create and execute social media campaigns and fundraising campaigns, and be part of ICDO's social and development projects around the world

Benefits:

- Flexible working hours
- All project-related travel expenses covered
- Recommendation letter from ICDO
- Transfer of work into credits if approved by and eligible for your university course

ADDITIONAL INFORMATION:

- Supervisor: ICDO President and Media and Communications Manager
- Hours: 15 to 20 hours per week for 6 months
- Contact: Please submit your cover letter and resume to info@icdo.at