

Position

Global Action is looking for a Social Media Manager and Content Creator Intern. Candidates will be selected via interview on a rolling basis until all positions are filled, therefore you are strongly encouraged to send your application as soon as possible.

The deadline to send the application is **March 31st, 2022**.

General Description

The Social Media Managers (SMMs) will be responsible for managing and developing Global Action's Social Media Strategy. The SMMs are expected to ensure high levels of web content, followers and partners' engagement by staying up-to-date with the latest social media networks trends.

Duties and Responsibilities include:

- Managing the annual social media strategy (organising priorities, creating graphic and written contents, editing, publishing and interacting with audience and stakeholders);
- Updating databases, files and spreadsheets;
- Participating and support in the events scheduled in the association's yearly calendar;
- Collaborating within teams.

Requirements:

- Flexibility, availability, strong teamwork, organisational, prioritising skills and multicultural sensitivity;
- Interest/background in Social Media Management, Communication and Marketing;
- Ability to deliver creative content (text, image and video) through graphic design platforms such as Canva, Photoshop or others;
- Familiarity with web design;
- Excellent oral and written communication skills both in Italian and English, knowledge of other languages is an asset.

Schedule/Working Hours

Internship hours are flexible and can be tailored to meet the needs of the applicant. According to the current circumstances, most of the hours can be managed from home, presence will be eventually required for the school/embassy meetings, events and others. Performance is continuously assessed during the months of the internship according to the ongoing projects and Global Action reserves the right to re-assign the intern to different tasks or, in a worst-case scenario, interrupt the internship if deemed necessary.

Benefits

Global Action is unable at this time to offer paid internships. However, the Organisation has been granted the Special Consultative Status with the United Nations ECOSOC and its

network of partners represents a great opportunity for interns to become a part of the international community through:

- Accessing Embassies' events;
- Having the chance of obtaining other internships and job opportunities with global partners;
- Becoming part of an international team made up of young and committed people;
- Being in contact with high-level international and national officials like UN staff, diplomats, NGO members, etc.;
- Learning from experts in global issues and acquiring new important skills for work.

For more info about our projects visit <https://diplomacyeducation.org/it/home/>

Application

Candidates will be selected on a rolling basis until all positions are filled, therefore you are strongly encouraged to send your application as soon as possible.

The deadline to send the application is **March 31st, 2022**.

To apply for this position, please send a CV and a short motivational letter (both in english) through our official application system at <https://diplomacyeducation.org/it/lavora-con-noi/>.

Selected applicants will be emailed for an in-person or Skype interview, according to ministerial dispositions and candidate's preferences.

Contacts

For any inquiry, please do not hesitate to contact Mr. Alessandro Reali at alessandro.reali@globalaction.it, or send an email at info@diplomacyeducation.org.

Global Action is located in Rome, Via dei Gracchi, 91, and can be telephonically contacted at +39063214435, asking for Mr. Alessandro Reali.