

## Description

### Communication & Content Intern

**3-4 days/week**

Objective: Create and share content, connect with stakeholders for dissemination purposes, assure the promotion of the organisation online and offline with accurate information according to the Communication Plan.

- Social Media – daily task (Facebook, LinkedIn, Instagram)
  - Monitoring of social media activity
  - Creation and monitoring of campaigns
  - Creation and monitoring of advertising
  - Collection of analytics and bi-monthly meeting with Director for evaluation of strategy
  
- Printed material
  - Production and editing (flyer, visuals, signage, etc.)
  - Generic print material editing and printing like business cards, flyers etc.
  - Coordination with printing houses for the correct printing and delivery of material
  
- Digital material
  - Generic digital material creation and editing (letterheads, email headers, etc.)
  - Changes at visual identity through software like Brandcrowd, Canva etc.
  - Videos & YouTube channel: material collection and editing in collaboration with the team
  - Photographs when possible, collection and archiving
  - Presentations online and for public events, changes to layouts based on visual identity changes

- Press and Media
  - Press clipping archive
  - Contacts list update in CRM software – continuous
  - Contacting journalists when required
  - Press office – prepare press release, news and follow up
  - Press Kit update for the organization and for specific projects in cooperation with partners
  - Sending invitations and acting as info point
  - Advertising (market research, contracting, evaluating success)
  - Market research and closing deals for advertisements (online and offline)
  
- Newsletters
  - Creation of newsletter campaign
  - Keeping lists of subscribers updated
  - Adding people from events
  
- Network development
  - Assist the Director/Administration Officer when needed
  - Keep track and enhance the communication with the various networks the organization is a member of.
  
- Website: Content management in cooperation with an external IT company.
  
- Collaborate with consultants to get ideas and feedback (reviews of PR material, key people to invite to the network, etc.)
  
- Prepare data for the Advisory Board meeting twice per year
  
- Collecting general feedback and participating at team meetings



Technical and interpersonal skills required:

1. Digital literacy and knowledge of content creation and management tools like Canva
2. Social Media and Mailchimp knowledge
3. English and possibly Greek language strong skills
4. Ability to work within a team and share tasks
5. Punctuality and ability to follow rules and schedules