

> *Social Media Intern*

> *All locations*

> **Reporting to:** *Advocacy and Communications Manager*

> **Contract Length:** *3 months minimum - 10h / week*

> **Role Objective:**

The Social Media Intern is responsible for the content of Collective Aid social media on Facebook, Instagram, Twitter and linkedin, sharing what has been shared on the main platform, Instagram and adapting the content to each social media platform.

The purpose of this job is to support the Advocacy and Communications Manager in creating content and uploading it on social media platforms. Collective Aid is currently expanding the Communications and Advocacy department, which has created capacity for new roles and talent to implement parts of the most creative department in the organization. The Social Media Intern will play a key role in the expansion of our Advocacy and Communications team.

> **Advocacy and Communications Programme at Collective Aid:**

Collective Aid is a grassroots organisation that has historically provided services in three country programmes; Bosnia & Herzegovina, France and Serbia. Each country programme has a unique and targeted intervention in the form of projects, which typically involve NFI and WASH. The international programme has been established over the course of the last two years, in order to provide expertise and development advice to the country programmes.

The Advocacy and Communications department works to raise awareness and effect policy on multiple levels. Through our social media we aim to raise the voice of those we work with while providing context in terms of country background posts and other related content. On a policy level we create 6 monthly reports from each of our locations and then feed this information into both EU and UN mechanisms

through our member status with the Border Violence Monitoring Network (BVMN) and partnerships with other advocacy actors. We are a growing and flexible department

which fosters a proactive and creative approach to creating maximum impact despite our limited resources.

> Essential Responsibilities:

- Publication of content on Twitter, Facebook, Instagram and LinkedIn.
- Building up a following and interaction with audiences on Twitter, Facebook, Instagram and LinkedIn.
- Being in communication with the Advocacy and Communications Manager and content contributors.
- Share and read interesting reports on migration topics, keep up to date with relevant news and post as appropriate.
- Post updates from the ground regarding our projects and events in each area/country.
- Increase our visibility and activity online: increasing followers, commenting on other social media platforms, identifying potential partners or collaborators.

> Compensation:

This is a non-paid internship. If in location, the intern will be provided one free meal a day (Monday to Friday).

> Applications:

Please send a CV and Cover Letter to the Advocacy and Communications Manager: communications@collectiveaidngo.org

> Skills and Expectations:

- Knowledge on social media and news and advocacy platforms
- Excellence in English language
- Excellent communication skills
- Experience of working collaboratively in a remote position
- Experience of working in a grassroots environment
- Understanding of graphic design principles
- Graphic design: Adobe CC ideally
- Ideally photography skills
- Adaptability and will to communicate with people and organizations online.

- Understanding of or willingness to learn about the plight of refugees and migrants in Europe is vital.

> Qualifications:

- Bachelor degree in a creative discipline, journalism or advocacy, is considered a plus.

> Additional information:

The Social Media Intern is expected to do field work 3 days a week, social media work 2 days a week, and rest for two days a week. If they work remotely, they are expected to work 10 hours a week, organized as they wish in coordination with the Advocacy and Communications Manager.