



## **Communication Assistant for Social Media** 6 months internship at approx. 10H/week

### **Job Description**

The Social Media Communications Assistant will assist the *Mundus maris* Communication Team in strengthening the association's presence in the social media, which support *Mundus maris's* mission and engage a growing external audience. The Social Media Communications Assistant will assist in editing and producing content for all of *Mundus maris's* online channels with emphasis on Facebook, Twitter, LinkedIn and YouTube. S/he will provide support for email messaging, photo editing, photo management and other multimedia production.

#### **Specific Responsibilities:**

#### **Edit and publish Facebook, Twitter, LinkedIn and possibly YouTube content and external email messages/monthly newsletter: 70%**

- Edit assigned content.
- Post updates, as assigned, to social media accounts.
- Provide social media coverage for events, as assigned.
- Produce and edit selected email messages, in consultation with other members of the communication team.

#### **Assist in photo production, curation, editing and some other multimedia production: 15%**

- Edit photos.
- Maintain photo library.
- Manage staff photo submissions and requests.
- Catalogue and tag photos.
- Manage video library.

#### **Assist in curation, editing and some other multimedia production for the website: 15%**

- Assist in synchronising web content and social media.
- Assist with developing / inserting new functionalities in Joomla! if possible.

Other Duties as assigned.

It is expected that the assistant is able to work with a high degree of independence within the objectives and spirit of *Mundus maris*.

#### **Qualifications:**

- Bachelor's degree

#### **KNOWLEDGE and SKILLS:**

- Social media platforms (especially Facebook, Twitter, LinkedIn, YouTube)
- Email messaging systems (especially MailChimp)
- Photoshop

- Strategic communications
- Data management
- Media cataloguing
- Content Management Systems (especially Joomla would be an advantage)
- FinalCut Pro (a plus)

### **COMPETENCIES:**

- Writing in English and at least one other language (DE, FR, ES, IT)
- editing
- online publishing
- photo editing
- HTML, CSS, Excel (a plus)
- Video editing (a plus)

### **PHYSICAL DEMANDS:**

- Keyboard use, carrying computer and media equipment.

### **WORKING CONDITIONS:**

The internship of the social media communication assistant is for 10 h/week on a *pro bono* basis. The intern covers his or her own insurance. Reimbursement of costs may not exceed 600 Euro (100 Euro/month) unless agreed prior to incurring them.

Much of the work can be carried out remotely. If travel is required, costs will be covered.

If need be a smart phone of the organisation will be made available to service the *Mundus maris* accounts. A video-camera can also be made available.

The communication assistant for social media will receive a letter of recommendation or certificate of service at the end of the assignment.

## **About the Organisation**

*Mundus maris* – Sciences and Arts for Sustainability asbl is a Belgian registered international nonprofit organisation. Our mission: We are engaged in the protection of the ocean and the people of the sea with particular emphasis on creating opportunities for young people to create the futures they want. Together with our partners, we are helping local organisations and their leaders in different countries to connect to the sea, learn more about the challenges to sustainable living and meet them.

*Mundus maris* is essentially a volunteering organisation. It is an equal opportunity employer offering engagement without regard to race, colour, religion, sex, sexual orientation, age, national origin or citizenship.