



## Job Description

### MEDIA INTERN (Part time)

### MONACO

3-6 months / 20-25 hours a week

*The media intern will help the management team to grow the business and create new opportunities and clients. The ideal candidate will always represent FuturED and its ethos and professional mission.*

*"FuturED is an international educational organization founded to contribute to the achievement of the United Nations Sustainable Development Goals. In addition, we support the UN Global Compact and the SME Climate Hub. Proudly born in Monaco. Made with passion and conviction in the United Kingdom."*

*FuturED is an online learning platform producing and curating academic content in Spanish and English in a 360 model. We motivate people, organizations and their communities to become the best version of themselves."*

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**Direct Reports** Interns will report directly to the Media team leader

#### **Job Description** (included but not limited to)

The ideal candidate will be able to:

- Prepare and design daily postings on all our social media platforms.
- Quarterly scheduling of timeline publications to reflect new offer of courses and masterclasses in our platform
- Edit videos of courses and/or masterclasses held by FuturED: starting/ending plates, watermarks, titles, subtitles and captioning in English and/or Spanish.
- Work together with the post production team on technical needs
- Create promotional material if required
- Knowledge and competency with Google Analytics

#### **Person Specifications**

- All candidates must be current students or alumni of the International University of Monaco
- At least 1-2 years in the use of video editing tools, social media platforms and varied communications strategies
- Knowledge of Google Trends, Facebook Business Manager, Facebook Ads, Google Ads.
- Proactive attitude at all times
- Extreme attention to detail
- Flexibility with demanding work schedules
- Ability to work in a team effectively
- Fluid communication and reporting to members of the team and management
- Daily and weekly professional reporting to relevant direct reports or colleagues
- Support and quick response via email
- Professional attitude at all times, in all communications with internal and external members, stakeholders, management and clients
- Language skills that allow detection of errors and ability to identify and provide solutions in house
- Ability to read, understand and speak Spanish and English (intermediate to advanced level)

#### **Desirable**

- Knowledge of Canva
- Knowledge/competency with Photoshop
- Knowledge of Hootsuite, Hubspot, & Growth hacking
- Intermediate/advanced knowledge of French will be an advantage.