



Job Description

Media Associate (Part time)

FuturED is an online educational platform, with enormous projections for the future. We have a great work environment, a lot of internal communication and we are focused on bringing quality education to anyone who speaks English and/or Spanish. We seek that, in addition to editing videos, the candidate has an overall operational knowledge of social media platforms and is self-motivated, responsible, determined, focused on the objectives and willing to learn new tasks.

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

Required Qualifications

- 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:

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