

**CALL FOR INTERN  
SOCIAL MEDIA ASSISTANT**



**Internship Position Opens as Social Media Assistant**

**General Tasks** : Support Public Relations Manager in Social Media Management  
**Start Date** : 1<sup>st</sup> date of each month  
**Internship Duration:** minimum 2 months.  
**Position** : 1 intern for the period s/he applies (next one will be deployed after another)

**Main Tasks:**

1. Research and create daily social media content for all GREAT social media account (images, video and written)
2. Create and manage a content schedule for all social media platforms.
3. Identify, design, or create relevant graphics, pictures, and videos to include in posts as needed.
4. Monitor, listen and respond to users in a sociable way.
5. Identify potential negative or crisis situation and apply conflict resolution principles to mitigate issues.

**Other tasks:**

1. Assists other tasks related to Public Relations Manager of GREAT, only when needed (administration, event attendance, etc.)
2. Assists other working group/preparation team event related to Public Relations working scope.

**Requirements:**

1. Has the understanding about international voluntary service and basic knowledge about GREAT.
2. Good at English both written and speaking.
3. Be based or willing to be based in GREAT office Semarang is preferable.
4. Solid knowledge in MS. Office (Word, Excel, Powerpoint, etc.)
5. Basic skills in graphic design, video editing (intermediate or more is welcome too).
6. Demonstrates potential skill on speaking, writing/copywriting, multimedia (*give links in your CV/application as example*).
7. Basic knowledge on tracking social media metrics and analyzing data to increase content reach and grow audience base.
8. Practices excellent time management.
9. Exhibits the ability to jump from the creative side to analytical side.
10. Comfortable to work in multicultural international environment.
11. Enjoys both working individually and/or in a team.

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**Condition:**

1. Please read the general condition of internship [here](#).
2. Internet is an absolute high need as social media assistant. GREAT does not pay this facility unless you are based or willing to be based in our office in Semarang.

**How to apply:**

1. Send your **application via email** along with your creative style **CV** showing the best of your profile for this position to [info@greatindonesia.org](mailto:info@greatindonesia.org).
2. **Mention duration of your availability** for this internship position in your email of interest.

*Note: We accept 1 intern only for the period you apply for. Next one intern will be deployed after another).*

3. **Deadline on every 24<sup>th</sup> each month at 12.00 GMT+7 (WIB).**

**\*\*\* Thank you for your interest \*\*\***