

Position

Diplomacy Education® Intern as Social Media Manager and Content Creator

Apply by

Saturday, 10th of October 2020

General Description

This position provides overall Social Media Management assistance to the Organization in support of Diplomacy Education®, which includes both the steps (1-5) of the so-called Embassy Adoption Program (EAP) and the simulation of the United Nations works called Global Action Model United Nations (GAMUN). Diplomacy Education® has received the official patronage of the Italian Ministry of Foreign Affairs and is the result of partnerships with WFP, FAO, IDLO, ILLA, and over 60 embassies and missions to the UN united to connect the international community with the local one. Thanks to this initiative students aged 14-19 can learn about a country's history, culture, arts, language, and more during their school year.

The Social Media Managers (SMMs) will be responsible for managing and developing Global Action Italy's Social Media Strategy, by creating and updating posts, texts, contents and responding to followers. The SMMs are expected to be up-to-date with the latest social media networks trends, and should be able to handle Global Action Italy's social media presence ensuring high levels of web content and followers and partners' engagement.

For more info visit the website: <https://diplomacyeducation.org/it/welcome/>

Duties and Responsibilities may include:

- Providing Social Media coverage and reporting of the events of the first steps of the initiative, i.e. the Embassy Adoption Program® (EAP), of the presentations at conferences, seminars/workshops and others, of the visits to the schools and the simulation of the United Nations called GAMUN;
- Interacting with the institutional social networks of Embassies, Schools and organizational partners;
- Updating the association databases according to one's own tasks via Google Drive and creation of new files according to necessity;
- Participation and support in the training sessions for schools, diplomats, etc.;
- Participation in other events scheduled in the association's yearly calendar, according to availability;
- Generate, edit, publish and share engaging content according to a specific and regular publishing schedule (e.g. original text, photos, videos and news);
- Collaborate with other teams of Global Action Italy, i.e. Core Team and Bureau Team;
- Oversee social media accounts' design (e.g. Facebook timeline cover, Instagram posts, profile pictures and blog layout).

Requirements:

- Flexibility, availability and multicultural sensitivity;
- BA/MA student;
- Interest/background in Social Media Management and Communication;
- Ability to deliver creative content (text, image and video);
- Familiarity with web design;
- Interest for/knowledge of diverse global cultures and traditions;
- Interest/background in working with Rome's international community;
- Strong organizational skills;
- Excellent oral and written communication skills both in Italian and English;
- Good/excellent oral and written communication skills in Spanish, French, and/or other languages is a highly desirable asset;
- Ability to learn quickly, handle a multitude of tasks, take initiative, and work independently with little supervision;
- High level of energy and ability to work well in deadline and/or high-pressure situations;
- Ability to handle confidential information;
- Willingness to learn Protocol in the diplomatic world;
- Some prior experience in a social media management setting preferred but not essential if applicant self-assesses him/herself as detail-oriented.

Schedule/Working Hours

The first part of the internship will be dedicated to the professional education of the intern, for a maximum of two meetings per week. The SMMs are expected to start working on duties and responsibilities from the very beginning of the internship. According to the current circumstances, most of the hours can be managed from home, presence will be eventually required for the school/embassy meetings, for the events/trips in the calendar, and others.

Global Action office hours are from 9am to 8pm. Team meetings are usually scheduled in the evening during the week, e.g. 5:30pm-8pm when needed; Team meetings could be also scheduled during weekends, if agreed. If tasks require, interns can make calls from the office by arranging the days with senior staff or they can work from home otherwise. No mandatory physical presence required unless previously agreed.

Internship hours are flexible within this time frame and can be tailored to meet the needs of the association and the applicant.

Performance is continuously assessed during the months of the internship according to the ongoing projects and Global Action reserves the right to re-assign the intern to different tasks or, in a worst-case scenario, interrupt the internship if deemed necessary.

Benefits

Global Action Italy offers unpaid internships. However, given our network, it could be a good opportunity and an asset to become a part of the international community.

GLOBAL ACTION

- Access to performances and embassy events, subject to availability;
- Possibility of other internships with global partners for worthy interns and possibility of actual job interviews by the partners;
- Becoming part of an international team made up of young people;
- Being in contact with high-level international and national officials like UN staff, diplomats, NGO members, etc.;
- Chances to network and learn from experts in global issues;
- Acquiring new important skills for work.

Application

The applicants must submit their applications through the official website at <https://diplomacyeducation.org/it/lavora-con-noi/>. Both CV and a short Motivational Letter are required to be in English.

Selected applicants will be short-listed for a Skype interview, given ministerial dispositions, during the months of September/October.

Contacts

Co-Presidents:

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Human Resources Team: info@diplomacyeducation.org

Website: <https://diplomacyeducation.org/it/welcome/>

Global Action is located in Rome, Via dei Gracchi, 91