

## Position

Diplomacy Education® Intern as Social Media Manager and Content Creator

## General Description

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 about the projects 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, Communication and Marketing;
- Ability to deliver creative content (text, image and video);
- Familiarity with web design;
- Interest for/knowledge of diverse global cultures and traditions;
- 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;
- 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 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.

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. No mandatory physical presence required unless previously agreed.

Internship hours are flexible 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.

- 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.

# GLOBAL ACTION

Selected applicants will be emailed for a Skype interview, given ministerial dispositions.

## **Contacts**

Bureau Members:

[carlotta.venza@diplomacyeducation.org](mailto:carlotta.venza@diplomacyeducation.org) [alessandro.reali@diplomacyeducation.org](mailto:alessandro.reali@diplomacyeducation.org)

Human Resources Team: [info@diplomacyeducation.org](mailto:info@diplomacyeducation.org)

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

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