

We are now recruiting for:

Communications & Social Media intern

ROLE TITLE: Communications & Media Intern

REPORTING TO: Volunteer & Communications Manager

LOCATION: Chapelizod Industrial Estate, Dublin 20

PURPOSE OF ROLE:

Camara Education is a non-profit international education organisation dedicated to deliver real impact through technology by inspiring and empowering a young generation to improve their own life opportunities. This role will effectively drive Camara's communications and public relations strategy to increase brand awareness and highlight Camara's activities in Africa and Ireland.

KEY TASKS:

- Assist in the production of Camara's communication strategy to complement the 2017-2020 Strategy and implementation of same
- Support the production of the Camara Annual Report
- Draft press releases and news articles for internal and external publication
- Manage and grow Camara's global online presence through social media platforms - liaise with Africa Sales & Marketing Manager regarding social media channels in Africa
- Manage Camara's public relations calendar, organising press events, and liaising with key media contacts
- Liaise with internal departments and assist with their communications needs
- Coordinate Camara's Quarterly Newsletter, collecting relevant material, editing and ensuring timely distribution by email.
- Assist as brand custodian
- Develop Camara Ireland website
- Further develop Techspace website
- Marketing & Comms support for some Camara Ireland projects

DESIRABLE SKILLS, KNOWLEDGE, EXPERIENCE:

- Marketing and/or public relations qualification.
- Excellent copywriting skills.
- Ability to drive new ideas through to completion
- Experience in marketing or communications
- Excellent written/verbal skills - a confident and proactive communication

- Proficiency in Microsoft Office
- Excellent organisation and administrative skills
- Enthusiasm and commitment
- Ability to work autonomously
- Fluent English
- Enthusiasm and commitment to Camara's vision and mission
- Flexible approach to tasks
- Knowledge of social media channels
- Knowledge of web development using Wix platform (desirable, training will be provided)

Please send CV and cover letter to stephanienolan@camara.org