

## Call for Marketing & Communications Intern



### Who we are

[Swisscontact](#) is the business-oriented foundation for international development cooperation. Working in 33 countries with over 1,100 team members, Swisscontact has been fostering economic, social, and environmental development since 1959.

'[Skills for Jobs](#)' (S4J) project addresses the main challenges of the Albanian vocational skills development system: quality and status, financing, labour market orientation and private sector involvement. The first phase of the project will run until February 2019.

### The Internship

'Skills for Jobs' (S4J) project is looking for a **Communications Intern** to work **full time** with our team for **four months**, with the possibility to be part of our team after a successful internship experience.

The intern will work closely with the Marketing and Communications team to develop and deliver engaging, multi-channel messages for internal and external audiences. This position requires you to have a positive can-do approach, strong communication skills, be well-organized, as well as detail and deadline oriented.

We are seeking an individual who possesses strong English verbal and writing skills, is creative, innovative, focused, and dependable; a motivated self-starter, someone who can take an assignment and run with it! A high level of professionalism, positive attitude and ability to interface effectively with team members will lead to success.

This is a paid, full-time internship that will begin in January 2019 and will end in April 2019. The work schedule for the position will average 40 hours per week; however, flexibility to alter work schedule as needed, is required.

### Who Will Love This Job?

- **A Creative-Spirit:** You love writing, taking photos, preparing videos and other interactive storytelling formats; you're an innovative individual with a passion to create something that stands the test of time;

- **Someone Who Perseveres:** You pursue everything with energy, drive, and a need to finish. You seldom give up before finishing, especially in the face of resistance or setbacks;
- **A Planner:** You accurately scope out length and difficulty of tasks and projects. You set objectives and goals and break down work into the process steps. You anticipate and adjust for problems and roadblocks. You measure performance against goals and evaluate results.

### What You'll Do:

- Assist in drafting and editing materials for internal and external communications;
- Assist with planning, preparing and publishing content for cross-channel communication, including social media and project website;
- Review images and video library to pull relevant content to use in communication materials;
- Utilize various programs and apps to create graphics, video projects (incl. video subtitling);
- Support the preparation and distribution of the S4J newsletter using Mailchimp platform;
- Provide support in organizing events to promote project and provider initiatives;
- Assist with research, information gathering, updating databases and reporting;
- Perform additional administrative duties and projects as assigned.

### What You Should Have:

- Degree in Marketing, Advertising, Business Administration, Journalism or a similar field;
- Knowledge in business use of social platforms (mainly: Facebook, Instagram, YouTube, LinkedIn);
- Excellent written and verbal English and Albanian skills;
- Great command of Microsoft Office (Excel, PowerPoint, Word);
- Interest in ICT, digital media, multimedia programs;
- Strong communication skills, ability to demonstrate quick thinking and great calm;
- Willingness and ability to listen, follow directions, learn new concepts, methods and tools;
- A proactive approach, committed and persistent to carry out assigned duties, overcome day to day challenges, be flexible and well-organized with a keen attention to detail;
- Ability to prioritize and effectively manage time, to contribute ideas and offer opinions;
- Ability to work well in a team setting, as well as take initiative and work well independently.

*Any experience in content management platforms (WordPress), newsletter platforms (Mailchimp), digital marketing tools, photography, video production, Adobe programs and other multimedia tools is a plus.*

### What you will gain:

- ✓ A valuable work experience;
- ✓ Possibility to explore a career path;
- ✓ Opportunity to develop and refine professional skills;
- ✓ Financial compensation;
- ✓ Confidence growth;
- ✓ Networking with professionals in the field;
- ✓ Positioning yourself in the job market.

## Why 'Skills for Jobs' (S4J)?

- You like working with intelligent and driven colleagues;
- You would enjoy working for an international business-oriented foundation;
- You want to be part of a fast-paced, exciting work environment;
- You enjoy contributing to the improvement of education sector in Albania.

**To apply**, send your updated CV to [al.info@swisscontact.org](mailto:al.info@swisscontact.org), including a **Video Message** or a **Motivation Letter** where you state your motivation for wanting to work with 'Skills for Jobs' S4J.

**Deadline for applications: December 2, 2018**

*Applicants must be available for interviews in December 2018. Selected candidates must be available for job-introduction session within December 2018.*

*For more information about Swisscontact Albania visit our [country page](#) and for 'Skills for Jobs' (S4J) please visit our [project website](#).*