

## **Social Media Intern/Assistant Job Description**

**Job Title:** Social Media Intern/Assistant

**Working For:** International Centre of Justice for Palestinians

**Location:** London

**Salary:** Depends on experience

**Length of Contract:** 3 months (with a possibility to extend)

### **Job Details**

The International Centre of Justice for Palestinians (ICJP) is looking for an organised and ambitious Social Media Assistant/Intern to join its active and fast-paced Public Affairs and Communications Team.

The successful candidate will support in developing social media strategy and will play a key role in managing the day-to-day running of the social media accounts of the International Centre of Justice for Palestinians.

They will be a team player who can think outside of the box and see the big picture, will work with the Public Affairs and Communications team to develop strategic planning and execution of promoting the organisation through the digital space. The role requires creativity, enthusiasm, and forward thinking, as well as being responsible for being up to date on media trends, domestic and international news, and being well-versed in Palestinian and British political and social landscapes. The successful candidate will also be responsible for spearheading online engagement with different key demographics.

The Social Media Intern/Assistant will have to brainstorm and implement both large and smaller scale campaigns across the digital platforms. The role requires an element of administrative work in support of broader public affairs and communications work.

This job description is not exhaustive, and the employee maybe required to undertake work outside this description.

### **The role**

- Develop content for social media, including TikTok, Instagram, Twitter, LinkedIn, and YouTube.
- Support the Public Affairs and Communications team in developing the social media communications strategy for the organisation.
- Monitor social media for relevant trends, content, and discussion.
- Research, clip, and edit video content for the social media channels.
- Proactive planning of the social media scheduling grid.
- Assist with content development for weekly news bulletins, including media monitoring and production of infographics based on data.
- Develop and work on existing media strategy to ensure consistency and increase social media engagement.
- Take on any administrative tasks needed to support our wider communication activities.
- Provide administrative support for public affairs and communications documents and spreadsheets.
- Carry out any other duties that may reasonably be required.

### **Essential qualities**

- Strong written and verbal communications skills
- Experience using Canva, Adobe Photoshop and Premiere Pro.
- An interest in politics and international relations.
- Previous experience of managing organisational social media accounts.
- An interest in Palestinian culture, history, and politics.
- Ability to produce a variety of content themed around an agreed narrative.
- Creativity and ability to develop high quality social media posts.
- Can demonstrate proactivity and initiative in suggesting and executing own projects and ability to work independently.
- Self-starter with the ability to work independently and handle multiple tasks in a fast-paced environment.

### **Desirable qualities**

- BA/BSc in a relevant field (Social Media, Communications, Politics, History, International Relations etc).
- Previous experience in the NGO sector.
- Experience developing and executing media strategies.
- Good understanding of reputational management.
- Experience using social media scheduling, listening, and reporting tools such as Agora Pulse.

### **Interview/Start Dates**

Applicants will be contacted to arrange an interview as appropriate. We may appoint before the closing date. Start date will be agreed with the successful candidate.

### **Application Details**

To apply, please send a CV, cover letter and details of two references to **hr@icjpalestine.com** detailing your suitability and experience to date, by the **11<sup>th</sup> July 2024**.

Please ensure you add 'Social Media Assistant Application' to the subject line.

Due to the expected high volume of candidates, we will only respond to those who have progressed to interview stage. If you have not heard back within two weeks of the application deadline, your application has unfortunately not been taken forward this time.

**Website:** <http://www.icjpalestine.com/>