



## JOB DESCRIPTION

<b>Title:</b>	Social Media Intern
<b>Accountable To:</b>	Managing Director
<b>Salary:</b>	Travel Expenses Only – this is an un-paid role with travel expenses paid and additional benefits given throughout the role.

### About Us

Desire&Aspire is a full service creative agency with a mission of bridging the gap between the Caribbean and western world. Culture driven, we are a hub of creativity mixed with a sprinkle of culture.

### Job Summary

As the social media intern you will oversee the social media accounts for the company taking into consideration brand guidelines and the overall brand voice.

### Main Duties and Responsibilities:

- Collaborate in creating the social media calendar with the marketing team
- Manage content systems, ensuring contents are in correct folders, formats and dimensions
- Create engaging content for social media platforms
- Reply to comments and messages; including flagging important communication to the management team when necessary
- Post / schedule content for social media platforms
- Produce monthly social media reports

### Required skills and attributes:

- Knowledge of content creation programmes such as Photoshop and Canva
- Good attention to detail
- Good copy writing skills
- A general interest for cultural activities entertainment
- Good communication and organisational skills

### **Essential Information**

- Please note that this is an unpaid role
- You will be expected to be available for a monthly team meeting in person, where your travel expenses will be compensated
- If asked to attend any additional events, your travel expenses will be compensated along with meals provided

Please send any questions or queries to [info@desireandaspire.com](mailto:info@desireandaspire.com) – Good Luck!