

POSITION DESCRIPTION

JOB TITLE:	COMMUNICATION/SOURCING AND TRAINING INTERN
IMMEDIATE SUPERVISOR:	PROGRAM SPECIALIST
STATUS:	INTERN
LOCATION:	AMIDEAST CASABLANCA, MOROCCO

POSITION SUMMARY:

Under the supervision of the Project Manager, This internship is an excellent opportunity to experience various aspects of marketing and communication, sourcing and training follow up while working in a casual work environment. The AMIDEAST Internship is a professional skills internship to assist the Project Manager in implementing organizational communications and training strategies. The Intern will work independently and in a team to fulfill organizational goals and initiatives related to programming and events.

RESPONSIBILITIES

- Assist in planning, writing and managing e-newsletters.
- Developing contact tools and materials of the potential beneficiaries
- Conducting the primary selection of the received applications
- Matching applications with the available jobs' opportunities
- Communicate with beneficiaries regarding training aspects
- Following up and communication with trainers and beneficiaries in regard to courses planning and schedule
- Assist Design event/program flyers, graphics and other marketing material
- Update and maintain Amideast's social media presence, including daily monitoring, posting, scheduling and reporting Facebook updates
- Provide input for creative marketing strategies and social media campaigns
- Create online advertisements as needed
- Collaborate with staff on new ideas, directions, and tools for marketing and communications

QUALIFICATIONS

- Firm grasp of social media tools and platforms including Facebook, Instagram etc.
- Completed or working toward a college degree (junior level and up), preferably in a related field
- Multi tasks oriented
- Previous internship or related experience
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel).
Proficiency in Adobe InDesign and Photoshop highly desired.
- Possess excellent written and oral communication and interpersonal skills
- Genuine enthusiasm for creating compelling marketing materials to support Amideast programming
- Self-starter, good time management, creative, with ability to communicate in a professional manner
- Ability to work well independently, and within a team
- Commitment to the continuous improvement of service quality and the organization's mission

NOTE:

- This job description is not intended to be all-inclusive, and the incumbent will perform other reasonable business-related duties as assigned by the immediate supervisor and other managers when necessary. AMIDEAST reserves the right to change duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

TO APPLY: If you are interested in applying for this position, please submit your resume and a cover letter to hmrocco@amideast.org.