

Green School Bali is a progressive, dynamic and wall-less Pre-K to Grade 12 educational institution, located in the lush jungle of Bali, Indonesia.

Internship Description:

Green School's Marketing and Communications team are in charge of providing an accurate internal and external communication to all Green School community members. As well as providing the branding and media guidelines.

The intern will work alongside and get direct mentoring from the Marketing and Communications team in all stages. Through this internship, you will gain valuable skills and knowledge with regards to current communication, marketing, and social media trends that will prepare you to enter the work environment.

Job Description:

Internal communications includes:

- Updating internal communication channels (weekly community newsletter, monthly faculty newsletter, weekly community notice board, blog)

Social Media focus includes:

- Assisting with social media engagement
- Monitoring social media analytics and providing reports of growth and other activities
- Collecting and documenting fun content around the campus

General responsibilities include but are not limited to:

- Assisting the team with daily marketing plans
- Brainstorming and researching marketing strategies and market trends

Requirements:

- Willingness to learn new skills
- Strong attention to detail and organizational skills
- Ability to adapt and work within a multi-cultural community
- Excellent English and communication skills, both in writing and speaking
- Knowledge and familiarity with social media channels (Facebook, Instagram, YouTube, LinkedIn, etc)

Working hours: 8 am - 4 pm | **Duration:** Jan-Jun 2019 | **Wage/Salary:** Paid