

**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:**

The Bridge @ Green School is a unique co-learning space based at Green School Bali. This community space brings together parents and visitors for talks, programs, and workshops to help members connect, pivot in their careers, develop new skills, and have new experiences. Our events and talks are the most critical aspect of what we do as they are the catalyst for our community.

The intern will work alongside and receive direct mentoring from The Bridge team in all stages. Through this internship, you will gain valuable skills and knowledge in regards to communication, social media trends, and event organizing that will prepare you to enter the work environment.

### **Job Description:**

*Program focus includes:*

- Organizing talks and programs with parents and outside community
- Ensuring the talks and programs run on time and have a smooth flow
- Documenting the talks and programs with the support of The Bridge Social Media Coordinator

*Host focus includes:*

- Hosting and maintaining a productive and peaceful space
- Ensuring the members and visitors are happy and learning
- Working on the front desk as guest relations doing registrations and payments collection.

*General responsibilities include but are not limited to:*

- Assisting the team with daily needs
- Brainstorming and researching ways to upgrade the space and add value to the community

### **A strong candidate will have:**

- Knowledge and familiarity in working with MS Office tools and other Google Online Tools
- Excellent English and Indonesian, both in writing and speaking
- Good communication skills and ability to engage and conduct discussions
- Engaging personality: friendly, supportive, helpful
- Willingness to learn and develop in a dynamic environment
- Strong attention to details and organizational skills

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