

Community Communications/ Internal Communications Internship Description

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 Community Communications team is part of the Community Centre Team, who looks after applicant families through the journey of enquiry, to enrollment, preparing to come to Bali, orientation into our School, through to community building via parent engagement, communications and events. Community Communications are responsible for providing and executing timely communications and community engagement. The intern will work directly with the team (Director of Community Communications and the Communications Officer working on various projects and gain valuable experience and skills in communications and community engagement. Below are some of the examples of areas you will be supporting and gain valuable hands-on experience with.

Role Description:

Administrative & Data

- Admin and Data support tasks as required.
Organising data and compiling spreadsheets/reports and keeping updated.
- Being comfortable with the following software is important:
Excel or Google Sheets/ Word/Google Docs and Slide/Powerpoint/ Google Forms
- Supporting and helping with managing or compiling databases/ mailing lists, reporting etc (within the various data privacy/safeguarding policies of the school)

Content Management & Creation

- Helping to post & edit content for various platforms (including for the newsletter/app/whatsapp broadcast/community facebook groups/school community hub/wordpress site and microsite)
- Opportunity to help create content (using the school brand/communications guidelines) and after training is provided. Helping schedule and build engagement on the various school communications platforms. Creating presentations/posters/graphics or newsletters using photos from the school database and others
Helping to monitor and ensure all content is up to date (google calendars/posts/content etc)
- From time to time helping capture videos/photos for the various platforms

Outreach & Engagement

Helping with outreach communications and virtual/in-person events (Virtual Open Day/Orientation Day etc)



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Requirements:

- Excellent English and communication skills, both in writing and speaking
- Willingness to learn new skills
- Strong attention to detail and great organizational skills
- Ability to adapt and work within a fast paced multi-cultural community
- Knowledge and familiarity with Excel/Google Sheets and other platforms

Working Hours: 8.00 AM - 4.00 PM | **Duration:** Jan-Jun 2022 | **Wage/Salary:** Paid