

Marketing & 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 Admissions, Marketing & Communications (AMC) team looks after applicant families through the journey of inquiry, to enrollment, preparing to come to Bali, and orientation into our School. The intern will work directly with the team working on various projects and gain valuable experience and skills. Below are some of the examples of areas you will be supporting and gaining valuable hands-on experience with.

Job Description (a brief overview)

Customer Experience, Administrative & Data

- Support Communications Manager on templating questionnaire in Qualtrics for Research & Insights Purposes.
- Being comfortable with the following software is important:
Excel or Google Sheets/ Word/Google Docs and Slide/Powerpoint/Google Forms
- Supporting and helping with generating a report for the Customer Insights.

Content Management & Creation

- Opportunity to help create content (using the school brand/communications guidelines) after training is provided. 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 help capture videos/photos for the various platforms.
- Monitoring social media analytics and providing reports of growth and other activities.

Requirements:

- Excellent English and communication skills, both in writing and speaking.
- 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.
- Knowledge and familiarity with social media channels (Facebook, Instagram, YouTube, LinkedIn, Twitter).

Working hours: 08:00 AM - 04:00 PM | **Duration:** January 2025 - July 2025

Please note that this is a non-paid internship; however, a monthly allowance of IDR 500.000 is provided for meal and transport expenses.