

Job Description
SOCIAL MEDIA INTERN (Part time)
20-25 hours a week

The social media intern will help the management team to grow the business and create new opportunities and clients. The ideal candidate will always represent Harrington Blue & Partners, its ethos and professional mission.

Direct Reports Interns will report directly to the management team and/or operations manager

Job Description (included but not limited to)

The ideal candidate will be able to:

- Prepare and design daily postings on all our social media platforms.
- Quarterly scheduling of timeline publications
- Edit videos: starting/ending plates, watermarks, titles, subtitles and captioning in English, French and/or Spanish if required.
- Work together with the media team on technical needs if required
- Create promotional material
- Knowledge and competency with Google Analytics

Person Specifications

- At least 1-2 years in the use of video editing tools, social media platforms and varied communications strategies
- Knowledge of Google Trends, Facebook Business Manager, Facebook Ads, Google Ads.
- Proactive attitude at all times
- Extreme attention to detail
- Flexibility with demanding work schedules
- Ability to work in a team effectively
- Fluid communication and reporting to members of the team and management
- Daily and weekly professional reporting to relevant direct reports or colleagues
- Support and quick response via email
- Professional attitude at all times, in all communications with internal and external members, stakeholders, management and clients
- Language skills that allow detection of errors and ability to identify and provide solutions in house
- Ability to read, understand and speak Spanish and English (intermediate to advanced level)

Desirable

- Knowledge of Canva
- Knowledge/competency with Photoshop
- Knowledge of Hootsuite, Hubspot, & Growth hacking
- Intermediate/advanced knowledge of French will be an advantage.

Submit your CV, video presentation or portfolio to talents@harringtonblue.co.uk