

# WORK WITH US

## MARKETING AND COMMUNICATIONS ASSISTANT

Part-time internship

### Job description

- Assist in drafting of press releases, as well as generating other relevant content for British Council websites and social media platforms
- Assist in direct social media interaction with customers on Facebook and Twitter
- Assist in assuring brand compliance of digital/printed promotional materials and live events
- Monitoring and filing of press clippings
- Regular uploading of new and updating existing content on the British Council Serbia website
- Update records of all marketing and communications campaigns and assist in measuring their effectiveness
- Occasional office management and administrative support

### Pre-requisite requirements for applicants

- Excellent verbal and written communication skills in both English and Serbian
- Sound understanding of marketing principles
- Sound understanding of social media tools, digital communications and applying these to promotion/marketing
- Strong administration and organisational skills
- Computer proficient with Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Basic digital image editing skills
- Real world experience in the area of marketing and communications is a benefit

### Terms of the internship

The internship is a voluntary educational experience, therefore no salary shall be provided. However, the intern shall receive a small travel and subsistence stipend of RSD 250 Net per hour worked, paid on the last working day of each month. The internship will be on a part-time basis. The working arrangement will be flexible, agreed with the intern and should consist of 15-30 hours per week, depending on the workload.

