



**Position: Marketing and Communications Intern
Paid Internship**

About CIS-Spain Global Studies

CIS-Spain Global Studies is the commercial office of a well-known American University in Spain, CIS University. The office is in charge of all the business operations and business development of the university in America and also their non-for profit organization International Studies Foundation

This internship is an excellent opportunity to experience various aspects of marketing while working for well-known community-based profit and nonprofit organization.

Responsibilities:

- Update and maintain social media presence, including scheduling Instagram and Facebook updates
- Assist in planning, writing, and managing copy's, captions and Newsletter
- Draft, distribute and pitch news releases, media alerts and other stories
- Designing flyers, graphics, e-invites and other marketing material for major events hosted by CIS or ISF.
- Organize and attend monthly marketing committee meeting including preparing agenda and taking minutes
- Reach out to the community organizations, general public and donors with the message about International Studies Foundation.
- Collaborating with staff on new ideas, directions, and venues for marketing and communications
- Plan and facilitate Marketing Committee meetings including distributing agenda and taking minutes

Qualifications:

- Firm grasp of available tools and platforms in the social media space
- Completed or working toward a college degree, preferably in a related field (e.g., English, Marketing/Communications, or Public Relations)
- Previous internship or related experience in marketing or communications is a plus
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel). Proficiency in Adobe InDesign and Photoshop highly desired. Knowledge of HTML and graphic design a plus
- An effective communicator, both written and oral
- Ability to communicate in a professional manner with press and community contacts
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines

Start Date: Position open until filled, requires 3 - 6 month commitment.

Hours: Full time job position Up to 8 hours can be completed at home.

Compensation: 600\$/month

Interested please contact: damaris.gonzalo@cis-spain.com